

COUNTY ADMINISTRATOR

JOB CODE:
DEPARTMENT: TIOGA CO. LEGISLATURE
CLASSIFICATION: UNCLASSIFIED
SALARY GRADE: MANGEMENT/CONFIDENTIAL
ADOPTED: 09/12/2023, Reso. 350-23

***PUBLIC OFFICER**

DISTINGUISHING FEATURES OF THE CLASS: This is a chief administrative position responsible for the day-to-day work of Tioga County under the direction of the Tioga County Legislature. The County Administrator will also serve as the Budget Officer, Public Information Officer and oversee Department Operations, working with Department Heads in a cooperative manner. The duties of the County Administrator will in no way diminish the authority of the County Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Departmental Management & Labor Relations

- Act as the day-to-day operations director in accordance with policies established by the Legislature and ensure that county policies are followed;
- Provides support and leadership to department heads and work to address issues among departments;
- Attends all Legislature, committee meetings, executive team meetings, and special meetings;
- Facilitates and participates in monthly department head meetings;
- Participates in the collective bargaining process in negotiations with employee labor unions;
- Recommends appointments/removals of non-elected department heads to the Legislature, may prepare and conduct non-elected department head performance evaluations, recommends and changes to salaries and benefits as consistent with the current salary plan;
- Ensures compliance with NYS Legislation;

Financial Management & Budgeting

- Establishes budgeting controls and closely monitors expenditures and authorizes expenditures and budget transfers. May authorize routine expenditures, budget transfers and modifications below a predetermined threshold;
- Reviews tentative operating and capital budgets with department heads and makes recommendations to the Legislature;
- Advises the Legislature on preparing and executing short and long-term capital plans;
- Assists with grants and shared services activities;

Administration & Communication

- May execute contracts in the name of the County, authorize filling vacant funded positions, authorize routine expenditures, budget transfers and modifications below a predetermined threshold;
- Prepares and presents the annual report on the State of the County to the Legislature and public;
- Assists the Legislature in developing short and long-term policies and procedures and advises the implications of the procedures and policies under consideration;

County Administrator

- Serves as a liaison representing the county with State and Federal agencies, and any boards and commissions directed by the Legislature;
- Creates and deliver projects and reports as required by Tioga County and NYS;
- May evaluate current Purchasing policy and look for improvements to the current Purchasing policy procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and procedures of public administration, governmental accounting, financing and budgetary procedures; Good knowledge of public relations practices and procedures; Good knowledge of report writing and statistical interpretation; Excellent communication skills with the ability to communicate, follow, and issue effectively, both orally and in writing; ability to analyze problems and to make recommendations; ability to prepare and maintain written reports and records; ability to supervise the work of others, while maintaining good working relationships within the County and outside agencies; ability to collect and interpret data; tact; integrity; excellent moral character; good judgment and decision making; time management; resourcefulness; attention to detail.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited New York State registered college/university with a master's degree in Public Administration or Business Administration or a related field **AND** four (4) years of full-time experience in the field of public or business administration, which shall include experience in budgeting and financial management;
OR
- b. Graduation from a regionally accredited New York State registered college/university with a bachelor's degree in Public Administration or Business Administration or a related field **AND** six (6) years of full-time experience in the field of public or business management, which shall include experience in budgeting and financial management

Note: Government experience preferred.

Note: Term of Office - The term of office of the County Administrator shall be the same as the term of office of the Legislators in Group One along with the County Attorney, Legislative Clerk, Budget Officer, and Public Defender.