

# ADMINISTRATION

## JOB DESCRIPTION

Title: County Administrator  
Appointed Position: Exempt  
Department: Accounting and Human Resources  
Direct Supervision: Board of County Commissioners

### General Position Summary:

This position shall be appointed by the Board of County Commissioners and shall serve at the pleasure of the Board. The Administrator directs the day-to-day operations of county government. Areas of responsibility include, but are not limited to: Finance director, Human Resources, liaison with the County Attorney, oversight and direction to all county departments in consultation with the Board of Commissioner and legal counsel as well as other areas of County government the Board chooses which is statutorily allowable.

### General Duties:

This position performs duties as assigned by the Board of County Commissioners.

- Office Management of Commissioners Office
- Finance Director over all County Funds
- Budget Officer
- Human Resources Director
- Public Information Officer (PIO)

### Supervision Exercised:

This position supervises, evaluates, hires and terminates the following positions:

- Payroll Clerk
- Accounts Payable
- IT personnel
- Vital Records
- Other personnel as assigned

### Qualifications:

- Education: High School Diploma or equivalent
- May be asked to respond to emergency situations 24 hours per day.

### Example of Duties:

The Board reserves the right to modify or change the duties or essential functions of this job at any time.

#### General Office Management duties may include, but are not limited to, the following:

- Greeting public
- Overall morale of office
- Type letters, reports and grant applications as requested by Commissioners
- Inform and maintain contact with Elected Officials and Department Heads for dissemination of information from the Board

#### Human Resource/Payroll Duties may include but not be limited to, the following:

- Perform human resource activities in matters regarding health insurance, workers' compensation, unemployment insurance and casualty and property insurance
- Conduct exit interviews with employees who are leaving/terminated

#### Administrator Specific Duties may include but not be limited to, the following:

- Acts as budget officer and prepares an annual budget for recommendation to the Board
  - Such budget shall include recommended staffing, operating expenses, capital expenditures, and revenue sources for all departments and agencies of the county government and any other information deemed necessary to justify the recommendations.
- General knowledge of Fair labor and Equal Employment Opportunity Laws

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- Become competent with the current financial accounting system, able to perform all tasks in the absence of hired personnel, Accounts Payable, Payroll, and Vital Records
- Reconcile and balance financial statements on a monthly basis with County Treasurer and present report to the board monthly.
- Exercises signature authority for personnel, financial and management actions where authorized or where the direct involvement of the Board is not statutorily required.
  - Does not approve Accounts Payable bills or payroll and does not have check signatory authority.
- Prepare for and assist in annual Financial and A-133 Audits.
- Updating policies as necessary to be compliant with laws
- Timely filing of required reports as statutorily and otherwise required, including but not limited to:
  - 941, 1096, 1099, CTF, CERR, A-133 Audit, Grant's, Unemployment, monthly proceedings, Annual Salary report and Semi-annual Salary report, CAPP and Workman's Compensation claims and reports
- Review contracts, grants and purchase orders before being presented to the Board, presenting such items as necessary to the County Attorney prior to approval by the Board and prepare MOU's, IGA's and Resolutions
- Functions as liaison with County Attorney on behalf of the County with Board's approval or when the Board's intentions have been previously established of suits and actions, or defenses thereto, in which the county is directly interested and where in the Administrator's judgment the interests of the county require prompt action.
  - May be required to appear and/or testify in court as a witness or otherwise
- Prepare news releases and bid opportunities for the County Designated Newspaper
- Assist the County Assessor in preparing the Annual Mill Levy Certification
- Schedule and prepare information for County Board of Equalization
- Drug and Alcohol Testing Administration
  - Serves as direct contact for Testing Agent
  - Calls the supervisor to send their employee in for testing when called

### Required Knowledge, Skills and Abilities:

- Ability to express ideas clearly and concisely, orally and in writing. May be required to present before boards.
- Ability to maintain a high level of day to day communications and contact with other Elected Officials and Department Heads in order to ensure that information dissemination is complete at all levels up and down within the county offices.
- Ability to use common office machines, including computer based word processing, desk-top publishing, graphics, file maintenance programs and, ability to utilize the current County accounting system.
- Develops and recommends policies and procedures and presents the same for the Board's consideration.
- Informs the Board of pertinent items on the agenda that require their particular attention and concern.
- Negotiates contracts, reviews and makes contract recommendations to the Board.
- Grant management for Board appointed grants:
  - Writes, develops or supervises grant applications and awards
  - Monitors expenditures of grants to assure compliance with contracts
  - Files quarterly reports for financial reimbursement of said grants
- Oversees the development and dissemination of public information; responds to public inquiries (CORA), complaints and concerns in a tactful, timely and effective manner.
- Represents the governing board at policy meetings with Federal, State and Local officials.
- Manages, directs and develops systems for long-range planning and prioritization of projects and programs
  - Annually update County Strategic Planning with help from Department Heads
- Extensive knowledge of governmental accounting, financial reporting and budgeting.
- Extensive knowledge of the principles and techniques of organization, management and supervision.
- Extensive skill in the areas of leadership, interpersonal skills and conflict resolution.
- Ability to assemble, organize, and present statistical, financial and factual information derived from a variety of original and secondary sources.
- Well-developed ability to provide effective leadership and coordination in developing solutions, recommending new techniques and supervising staff procedures.
- Solutions oriented, resourceful and has ability to perform under pressure.

### General and Miscellaneous:

- Act as liaison for the Board and interact as needed to accomplish goals and carry out the agenda of the County as directed by the Board of County Commissioners.
- Will strive to make every effort to protect the liability of the County.
- The Administrator will further function in any other capacity as prescribed by the Board of County Commissioners.

### Licenses and Certificates:

- Valid Colorado driver's license and satisfactory driving record.

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- All ICS Certifications as required for position: ICS 100, 200, 300, 700, PIO, G775, G402

### Work Environment:

Work is generally confined to a standard office environment but in Emergency Situations may be adapted to Emergency Operations Center (EOC)

### Pre-Employment Testing:

Drug, Alcohol & Background Testing required prior to employment  
Must sign Confidentiality Agreement Annually

### Physical Demands:

- The following are some of the physical demands commonly associated with this position.
  - VISION - Individual must be able to read handwritten or printed material.
  - HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
  - LIFTING - Must be able to lift, carry, push or pull a minimum of 45 pounds.
  - MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while at work, although this may vary. Occasionally stoops, kneels, balances, reaches, crawls, and crouches while performing manual duties.
  - DEXTERITY - Frequent use of eye, hand, and finger coordination enabling the use of automated machinery.
  - COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
  - DRIVING - Individual must be able to operate a motor vehicle and maintain a valid Colorado Driver's license.

### BENEFITS:

Full time employees will receive a full benefit package as provided by the Kit Carson County Board of Commissioners Part-time, temporary or seasonal employees do not receive benefits.

### EQUAL OPPORTUNITY

Kit Carson County is an Equal Opportunity Employer. All persons receiving compensation from Kit Carson County through payroll are considered employees of Kit Carson County and are expected to adhere to Kit Carson County's Employment Policies. Employees should consider the liability of Kit Carson County in all decisions made.

### THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

*Nothing in this job description restricts Kit Carson County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Kit Carson County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".*

I, \_\_\_\_\_ have read the above job description for the Kit Carson County Administration department. To the best of my knowledge, I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date