

ADMINISTRATOR TO COUNTY COUNCIL

NATURE AND VARIETY OF WORK

This is management level technical and administrative staff work supervising the Council staff activities. Work of this class involves responsibility for conferring with the County Council in an effort to define administrative problems, operating methods, and municipal management problems, and subsequently conduct studies and make recommendations to further define or resolve such problems. In addition to the application of a broad knowledge of County municipal administrative principles and practices, the incumbent must exercise imagination, ingenuity, aggressiveness and diplomacy in following through on a wide variety of County municipal management problems. Although the incumbent reports directly to the County Council, the incumbent is allowed wide latitude for independent judgment in assuming and carrying out assigned responsibilities. Work is reviewed for the extent to which it will enhance the general County Council administrative function.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises the activities of the County Council staff engaged in support of the Council's responsibilities in the field of planning, zoning, fiscal matters, budgets, programs, and others, as assigned by law, Charter, ordinances, and resolutions.

Develops concepts, objectives and policy for Council decisions, translates these decisions into guidance for the Council staff; organizes the Council staff to meet legally established deadlines, and designs priorities to meet stated Council objectives, reviews accomplishments of the staff for conformity to policy and objectives, ensures coordination between staff members, other County staffs, and agencies.

Acts as a representative of the Council at meetings and conferences, such as State Delegation or committee hearings; meetings of the Executive Branch, and other agencies.

Responsible for assisting in the preparation of budget estimates and conducting other administrative responsibilities of the Council office.

Performs other technical and administrative assignments of a highly difficult and complex nature as assigned, and on own initiative, when required.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general

occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of local governmental administration.

Extensive knowledge of local financial administration.

Thorough knowledge of, or the ability to rapidly acquire thorough knowledge of, the functions and activities of the County Council, and the organization, function and operation of the County Government and the organization, function and operation of the County Government and of bi-County, State and Federal agencies which deal with the County.

Ability to perform administrative assignments of a difficult and complex nature, and to exercise good judgment in the performance of such duties.

Ability to accomplish assigned administrative tasks with a minimum of supervision and with general directions.

Ability to deal in a cooperative, courteous, and effective basis with people.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Master's Degree in Public Administration, Urban Planning, or related field, and extensive experience in highly responsible positions in governmental affairs or related activities, or a Bachelor's Degree in the above mentioned fields, and equivalent work experience as outlined above.

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