

EXHIBIT A

**Hinsdale County Administrator
Job Description & Qualifications**

Job Title: County Administrator

Department: County Administration

Reports to: Board of County Commissioners

Salary Range: \$55,000-\$65,000 plus benefits

Status: Exempt

Approved by BoCC: February 12, 2020

Applications due: March 6, 2020 at 5:00 p.m. MST—please send resume and completed application to: administrator@hinsdalecountycolorado.us

Applicant Notice: Under Colorado Revised Statute 24-72-204(3)(a)(XI), an applicant chosen as a “finalist” for this position may have their documentary submissions open to public inspection (other than records pertaining to letters of reference, medical/psychological/sociological data which shall not be made available for public inspection or copying).

SUMMARY. The County Administrator directs the day-to-day operations of Hinsdale County’s government. This position shall direct and coordinate administration of Hinsdale County in accordance with policies and other direction provided by the Board of County Commissioners of Hinsdale County, Colorado (BOCC), including but not limited to the duties listed below. Such duties may be performed personally by the County Administrator or through other County employees and/or contractors at the direction of the County Administrator.

1. SUPERVISOR.

a. In concert with the BOCC, the County Administrator shall supervise, evaluate, hire and terminate, as necessary, the following positions:

Administrative Assistant, Finance Director/Human Resources Director, Building Official, Emergency Manager, Emergency Medical Services (EMS) Director, Veteran Services Officer, Road and Bridge Supervisor, and Weed Control Officer

b. Coordination Duties: The County Administrator shall coordinate with all County Department Heads, Elected Officials, and County Committees.

c. Job Reviews. The County Administrator shall conduct regular job performance reviews and evaluations of all County employees in which the County Administrator supervises.

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2. **ESSENTIAL DUTIES and RESPONSIBILITIES.** The County Administrator shall perform the following list of duties below, which is not all inclusive:

- Serve as the assistant to the BOCC and serves at its pleasure and pursuant to its direction
- Communicate all County business and issues with all members of the BOCC
- Oversee all correspondence for the BOCC; compose and research positional and persuasive documents on behalf of the BOCC as directed by the BOCC
- Compose and prepare confidential correspondence, reports, and other complex documents as required by the County's day-to-day business and as directed by the BOCC. Attend and participate in BOCC meetings and any other meetings the BOCC may designate; direct preparation of the BOCC meeting agendas; provide staff support and research to the BOCC such as researching subjects of specific areas of concern ; inform the BOCC of pertinent items on the agenda that require their particular attention and concern; provide background data on important matters coming before the BOCC
- Coordinate the management of appointments for the BOCC; set and post agendas and meeting dates
- Advise the BOCC in establishing policies and programs; administer such programs within legislative regulations and as otherwise directed by the BOCC
- In concert with the BOCC, oversee, advise, compose, prepare and recommend various policies and procedures for county administrative personnel for BOCC consideration
- Establish and maintain relationships with other agencies and organizations in the community towards meeting community needs and services. Serve on community boards and commissions as requested by the BOCC, and as they relate to County business; manage various County volunteer boards
- Assist the BOCC in educating and updating the general public on current County events and issues, including drafting news releases and other public relations documents; serve as the County's Public Information Officer (PIO) or assign a designee
- Coordinate, monitor and evaluate department head progress on BOCC approved projects, programs, and contracts; keep the BOCC apprised of progress on a regular basis including management of contractors' developing project plans
- Consult with the County Attorney concerning any and all County legal issues, and coordinate with the County Attorney on any legal matters and lawsuits
- Meet with the public and respond to inquiries, complaints and concerns
- Serves as the County's ADA (Americans with Disabilities Act) Officer and EEOC (Equal Employment Opportunity) Officer
- Obtain and maintain emergency preparedness training as required by FEMA and the Office of Emergency Management
- Conduct regular staff meetings to review progress, accomplishments, budget strategies and plans for the County

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- Research, develop, write, and supervise grant applications and awards; regularly monitor expenditures of grants and perform other grant related tasks as requested by the BOCC
- Manage, direct, and develop systems for long-range planning and prioritization of projects and programs for the County
- Oversee the annual budget process with assistance from the County's budget officer/Finance Director and other County staff as necessary, for recommendation to the BOCC for the next fiscal year and submit the same to the BOCC as required by the Colorado Revised Statutes; such budget shall include recommended staffing, operating expenses, capital expenditures, revenue sources for all departments and agencies of the County government and any other information required by Colorado law and/or deemed necessary to justify the recommendations
- Oversee and direct the operations, services and programs of the Finance Director, which includes the following divisions and functions: accounting, accounts payable, payroll, budget, financial reporting, and related management systems; consult with and advise the BOCC on finance related issues; prepare reports and make presentations regarding the same and as requested by the BOCC; keep the BOCC and other County staff and department heads informed of new legislation and account standards affecting County finance policies and rules
- Evaluate and advise the BOCC on long range financial planning needs and costs of associated needs, and on financial implications of decisions that may affect the County's finances
- Oversee the County's annual financial and compliance audits
- Ensure that effective internal controls are in place and functioning to maintain compliance with applicable federal, state and local regulatory laws and statutes for financial reporting
- Provide oversight of the Finance Director during times of emergency/disasters
- Provide oversight of County owned real property including land and buildings as it relates to inspections, safety, legal compliance and complaints in conjunction with the Building Official
- Provide oversight of County capital improvement plans and projects
- Answer the telephone, route calls when necessary, and provide the public with general information regarding County services
- Perform various office support duties including making copies and prints, updating materials or reports, and mailing materials
- Perform any other duty requested by any member of the BOCC

3. QUALIFICATIONS

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

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4. EDUCATION AND EXPERIENCE:

Bachelor's Degree from a four-year college or university in Public Administration or Business Administration with two or more years related experience and/or training preferred; or equivalent combination of education and experience; Minimum of 3-5 years' experience in management capacity with an organization of similar size and complexity as that of the County. Experience with a Colorado county preferred.

Desired/preferred Knowledge, Skills, and Abilities (or the ability to learn and apply same):

- Governmental accounting, financial reporting and budgeting
- Principles and techniques of organization, management and supervision
- Principles, practices and techniques of public administration
- Ability to seek, apply for and manage grants for the County
- Principles, practices, and technology of modern office management
- Knowledge of Colorado law as applicable to the operations, functions, policies and procedures of county government
- Strong leadership, interpersonal, and conflict resolution skills
- Strong written and verbal communication skills
- Project planning and management
- Well-developed facilitation and mediation skills
- Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources
- Ability to provide effective leadership and coordination in developing solutions, recommending new techniques, and supervising staff procedures
- Ability to prepare, present, and interpret complex reports
- Ability to establish and maintain effective working relationships with employees, officials and the public

5. LANGUAGE SKILLS. The County Administrator shall:

- a. Read, analyze and interpret common technical journals, financial reports, and other documentation pertinent to the County's government and business;
- b. Respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community;
- c. Write speeches, letters, and articles for publication that conform to prescribed style and format and shall effectively present information to BOCC, public groups and staff

6. CERTIFICATES, LICENSES, REGISTRATIONS. The County Administrator shall have a valid driver's license, and any other professional certificate, license or registration as required by the

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BOCC. In the event the County Administrator's driver's license is suspended, terminated or otherwise void for any reason, the County Administrator shall immediately inform the BOCC.

7. PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by the County Administrator to successfully perform the essential functions of this job:

This is an office position which requires sitting, standing and walking. The County Administrator must occasionally lift and/or move items that weigh up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to focus, read and analyze. The County Administrator must also be able to perform a variety of hand and eye coordination tasks.

8. ADDITIONAL. The County Administrator shall attend after-hour meetings locally and state wide, as directed by the BOCC. This job may require some travel, overnight stays, and participation in projects that may require hard hats, specific clothing, and/or appropriate footwear for the situation. The County Administrator shall be available to respond to emergency situations 24 hours per day, seven (7) days per week. Nothing in this job description restricts the ability of the BOCC 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. Hinsdale County does not guarantee any specific term or length of employment. All employees of Hinsdale County, including the County Administrator, are "at will" employees and may be terminated with or without cause at any time.

9. CONFIDENTIAL INFORMATION. The County Administrator must keep confidential all internal business of the County, unless directed by the BOCC to make such information public.

10. BENEFITS. The County Administrator shall receive a benefit package as determined by the BOCC.

11. EQUAL OPPORTUNITY: Hinsdale County is an Equal Opportunity Employer. All persons receiving compensation from Hinsdale County through payroll are considered employees of Hinsdale County and are expected to adhere to Hinsdale County Employment and Personnel Policies.

12. THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT:

Nothing in this job description restricts Hinsdale 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. Hinsdale County does not guarantee any specific term or length of employment. All employees of Hinsdale County are "at will" employees.