



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **County Administrator**
Jurisdictional Class: Unclassified
Civil Division: County
Adoption: CSM 3/15/06
Revised: CSM 4/11/07, 3/10/10, 3/14/13, 6/14/17
Resolution # 195-17

DISTINGUISHING FEATURES OF THE CLASS:

The County Administrator shall oversee, provide leadership for and have general supervision over all departments, offices, and agencies within the county government structure, though the County Administrator may from time to time delegate this responsibility to the department's head(s). The County Administrator shall act as representative of the County Legislature. Within the limits of his/her authority, he/she shall be responsible to the County Legislature for the overall administration of county government and shall provide a full range of staff services to the County Legislature and its various committees. He/she shall coordinate the activities of the several officers, employees, agents, departments, boards, and agencies so that the policies and programs enunciated by the Cayuga County Legislature, as well as programs mandated by other governmental authority are implemented in a cost effective manner for the most benefit to the citizens served. The County Administrator shall take a global view when executing County vision, strategy, policy and operations enunciated by Cayuga County Legislature. He/she shall perform all of the duties now and hereafter conferred or imposed upon him/her by law and as directed by resolution of the County Legislature.

TYPICAL WORK ACTIVITIES: (Illustrative Only) **(Per Local Law #1, for the year 2010)**

Execute and enforce, as authorized by the County Legislature, all Local Laws, legalizing acts, ordinances, and resolutions of the County Legislature and all other acts required by operation of law;
Exercise general supervision over all County institutions and agencies, except as otherwise required by law, coordinate the various administrative activities of the county, and unify the administration of its affairs or cause all such responsibilities to be executed and performed through the Department Heads;
Be the advocate for County Department Heads with the Legislature;
Set annual goals and objectives with all Department Heads to be reviewed by the Legislature to assure alignment with overall County goals and objectives;
Complete or assist with annual evaluations for all Department Heads, excluding elected Department Heads, and shall make recommendations on annual salaries/benefits;
Attend meetings of the County Legislature, its committees, and such meetings as the Legislature Chair and Legislature may direct and recommend such policies and measures as he/she may deem appropriate;
Oversee and monitor the budget for the County and be responsible for the development of the County budget with the Budget Office and Department Heads within the fiscal guidelines established by the County Legislature, and for the presentation of this budget annually at the public hearing. The County Administrator shall also be responsible for the development and recommendation of a budget program that includes long-range capital budgeting and annual operating capital budgets under the direction of the County Legislature;
Develop and maintain professional relationships with all County Elected Officials to support accomplishment of County goals and objectives;

Assist with the coordination of multi-department policies and make recommendations to the County Legislature, and shall implement necessary administrative policies as may be required to carry out the policies established by the County Legislature;

Perform those specific tasks directed to be performed by him/her by the Legislature, through each Oversight Committee pursuant to its authority under the Legislature's rules. The Office of County Administrator will report directly to the Government Operations Committee;

Review and approve resolutions by Department Heads or as directed by the Standing Committees;

Participate when requested by a member of the County Legislature in discussions of issues being considered by the Legislature at its meetings;

Conduct regular meetings with department heads and others as deemed necessary;

Have the administrative responsibility of approving the organization within any specific department, or agency or operation subject to his/her direct administrative control and shall have administrative control of other temporary assignments within the same department, agency, or operation or from one department, agency or operation to another;

Participate as authorized by the County Legislature in the conduct of collective bargaining negotiations with employees and shall make recommendations on salaries for department heads and other managerial employees; and union contracts to be approved by the Legislature;

Have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him/her by resolution of the County Legislature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Demonstrated ability to maintain effective working relationships with employees, department heads and officials at various levels of government and with the public;

Thorough knowledge of the principles of public administration and administrative management;

Thorough knowledge of county organization and operation of its budgetary procedures and practices;

Good knowledge of human resource and labor relations principles and practices;

Demonstrated ability to understand and interpret complex written material;

Demonstrated ability to express oneself clearly and precisely both verbally and in writing;

Demonstrated ability to compile data for reports and to make presentations;

Demonstrated ability to evaluate situations and people and to adopt an effective course of action;

Demonstrated ability to delegate and direct the activities of employees;

Demonstrated ability to follow and give verbal and written directions;

Professional and personal integrity; good judgment; tact; resourcefulness;

MINIMUM QUALIFICATIONS:

(A) Possess a Master of Public Administration or Master of Business Administration Degree or a Master's Degree in a closely related field and have a minimum of four years of satisfactory paid full time responsible management experience in a private or public business or industrial enterprise; **or**

(B) Possess a Bachelor's degree from an accredited college or university and have a minimum of six years satisfactory paid full time responsible management experience in a private or public business or industrial enterprise; **or**

(C) Have a minimum of ten years satisfactory paid full time progressively responsible management experience in a private or public business or industrial enterprise.

NOTE: The County Administrator is to hold no other public or political office except upon the approval of the Cayuga County Legislature. This position is a full time position in service to Cayuga County.

The appointee need not be a resident of Cayuga County at the time of appointment but shall become so within ninety (90) days of appointment or a time period to be agreed to by the Legislature and remain so during his/her term of office.