

Date Posted: 10/11/17

Applications accepted until: 11/1/17

Job Title: Director of Administration

Elbert County is an Equal Opportunity Employer

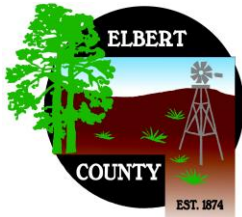
If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Director of Administration

Department: Administration

Salary: \$80,000 - \$95,000/year

Approved: October 2017

FLSA: Exempt

SUMMARY DESCRIPTION

The Director of Administration is an experienced professional with expertise in administration, process improvement, finance and budgeting, government operations and planning. This position will supervise the following functions: finance, human resources and information technology. The Director works collaboratively with County elected officials, department heads, employees and citizens to manage and improve administrative processes. This is a contractual, FMLA exempt position that reports to and provides administrative support and backup to the County Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Manager; exercises direct supervision over the Finance Department, Human Resources and Information Technology; supports a team-oriented and safe working environment; consistently develops and sustains cooperative working relationships by inspiring, motivating and guiding others toward goal accomplishments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as Assistant County Manager if the County Manager is on sick or vacation leave. Provides administrative support to the County Manager as needed.
- Assists in annual budget preparation, administrative policy development, update, communication, and implementation
- Maintains compliance with all statutory requirements;
- Serves as the Public Information Officer for the County, processes all Colorado Open Records Act requests, writes and distributes press releases, ensures compliance with all notification and public notice requirements for Board of County Commissioner actions, posts pertinent information to social media accounts;
- Participates in the development, preparation and implementation of short and long term goals related to the county strategic plans; coordinates with other departments and elected officials on overall strategic planning efforts;
- Performs other responsibilities with necessary authority as directed by the County Manager.

EDUCATION AND EXPERIENCE

Bachelor's degree in business management, public administration, or related field, plus 10 years' experience that includes managerial, supervisory and public administration responsibilities is required. A Master's Degree in an identified discipline is preferred.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be 14 years of increasingly responsible experience in related field including administrative and supervisory responsibility.

Preferences:

- Experience in managing staff that have varied qualifications including education, skill levels and experience;
- Experience in building and leading interdisciplinary teams from multiple departments and/or elected offices;
- Possess knowledge of laws, management principles and practices of public administration including goal setting, budget development and the implementation of identified strategies;
- Ability to work effectively in a public sector environment and adapt to a wide range of contradictory viewpoints;
- Exhibit, uphold, embrace and implement Elbert County's shared employee values of knowledge, respect and integrity;
- Strong organizational leadership abilities;
- Excellent communicator who knows how to set and accomplish goals and priorities;
- Must work well with people in a variety of settings.

Knowledge of:

- Principles and practices of media relations and information management, including social media (Facebook, Twitter, etc.);
- Principles and practices of Colorado Open Records Act.

Ability to:

- Identify and respond to community issues, concerns and needs;
- Develop and administer goals, objectives and procedures;
- Prepare and administer large and complex budgets and financial reports;
- Analyze problems, identify solutions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods, procedures and techniques;
- Interpret and apply federal, state and local policies, procedures, laws and regulations;
- Effectively present information, respond to questions and communicate effectively both verbally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Effectively operate computer software and learn new applications as necessary;
- Follow all safety rules and regulations of the department and employee handbook.

ADDITIONAL REQUIREMENTS

- Valid Colorado Driver's License with acceptable Motor Vehicle Record;
- Must be able to pass a criminal background check;
- This is a safety sensitive position that is subject to random drug testing.

PHYSICAL EFFORT, WORK ENVIRONMENT

- Primarily works indoors in a controlled, standard office environment;
- Requires maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time and operating motorized vehicles;
- May be required to work additional hours during the evening and on weekends;
- Support operations of the Office of Emergency Management may require working in strenuous and hazardous situations to maintain the health and well-being of County residents;
- Professional appearance is required at Board of County Commissioners and community meetings.

Physical Requirements for Position

Grade Scale: At All Times/ Frequently/Occasionally/Seldom

Driving:	Frequently	
Sitting:	Frequently	
Balancing:	Occasionally	
Bending/Stooping:	Frequently	
Twisting:	Frequently	
Squatting/Crouching:	Frequently	
Kneeling:	Frequently	
Crawling:	Occasionally	
Climbing Stairs:	Occasionally	
Climbing Ladders:		Occasionally
Reaching at shoulder level:		Frequently
Reaching below shoulder level:		Frequently
Reaching above shoulder level:		Frequently
Standing/Walking:		Frequently

Position requires sitting for extended periods of time

Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum