

JOB DESCRIPTION (DRAFT 3\2024)

Leelanau County Administrator\Chief Financial Officer

REPORTS TO: Board of Commissioners

SUMMARY With the direction of the Board of Commissioners, the Administrator\Chief Financial Officer carries out and implements policies of the Board related to research and policy development, personnel and employee relations, budget and financial management, purchasing, data processing, grant funding, and other areas as directed. Negotiates labor agreements, handles grievances, and works with legal counsel on litigated matters. Directly supervises staff engaged in financial management, personnel and employee relations, as well as the following Departments: Construction Codes, Equalization, Finance, Human Resources, Maintenance, Parks and Recreation, Planning and Senior Services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES Requirements include the following:

- A Bachelor's Degree is required, a Master's Degree is preferred in public administration, public affairs, accounting, or related fields, and five years of progressively more responsible administrative/supervisory experience in county or local government. At its discretion, Leelanau County may consider an alternative combination of formal education and work experience.
- Extensive knowledge of the professional public management techniques involved in budgeting, personnel administration, and resource management, as well as the ability to identify and implement new best practices. Knowledge of county public administration principles and practices, applicable local, state, and federal laws and rules, budgetary and fiscal management, and strategic planning.
- Considerable knowledge of collective bargaining principles and practices, policy and procedure development practices, and program development and implementation principles.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy recommendations.
- Skill in effectively communicating ideas and concepts orally, writing, and making presentations in public forums.

- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and financial software used by the county.
- Ability to attend meetings scheduled at times other than normal business hours and to respond to emergencies or service needs on a 24-hour basis

ESSENTIAL DUTIES AND RESPONSIBILITIES This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time by the Board of Commissioners.

1. Supervises staff responsible for personnel for administrative functions, including responsibility for hiring, training, assigning work, approving leave time, reviewing and evaluating performance, and dealing with employee relations issues. Responsible for hiring department heads, assigning functions, and reviewing and evaluating managerial performance.
2. Works with the Board to understand their vision and strategic policy direction. Oversees staff implementation of board goals and policies. Directs and oversees near-term and long-range planning, goal setting, and funding prioritization.
3. Responsible for the development of the annual County budget, including designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for departmental budgetary requests, and overseeing the preparation of the final approved budget.
4. Provides assistance to the Board and Committees of the Board to facilitate action on matters requiring their attention, such as contract review, contract negotiation, Freedom of Information requests, and liaison with independent boards and agencies. Investigate and research various issues and projects assigned by the Board and report the results with possible alternatives and recommended courses of action.
5. Oversees development of periodic status reports on receipts and expenditures for use in monitoring County finances. Directs the compilation of periodic summary reports on the general ledger, status of accounts, budget checkpoints, assets, and liabilities of the County and each of its funds.

6. Works closely with the Clerk to prepare commissioners' meeting agendas and attends meetings of the Board of Commissioners to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies.
7. Maintains contact with corporation counsel and seeks legal advice and opinions for the Board. Coordinates independent auditing services and other contractual and professional services.
8. Responsible for the administration of all labor agreements within the County. Serves as an advisor to the departments on employee relations matters, interprets the agreements, and represents the County in the grievance procedures and at administrative hearings regarding grievances and related matters. Works with legal counsel on litigated matters.
9. Supervises the County's personnel and employee relations programs, including recommending changes to the personnel policies and coordinating the development of new County-wide policies, overseeing the employment program, overseeing the wage and salary and employee benefit program, and all other areas related to personnel management.
10. Directs the delivery of data processing services through the Information Technology department to all County departments. This includes overseeing the development, modification, and implementation of systems and purchasing and maintaining computer hardware, applications, and contractual services.
11. Analyzes monthly budget control documents and makes recommendations to the Board on needed budget adjustments or transfers. Analyzes each department's budget and works with elected and appointed officials to resolve any potential discrepancies.
12. Drafts policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building, and grounds and monitors and interprets approved policies.
13. Serves as risk manager for the County, including interacting with third-party carriers and administrators for employee insurance, liability, errors and omissions, fleet, and umbrella coverages. Reviews claims and works with counsel and Board regarding settlement options.
14. Oversees and participates in the purchasing process for the County. Obtains bids as necessary, recommends selection to the Board on major items, and negotiates contracts for capital equipment, supplies, and services. Maintains and reviews service contracts and ensures that the County's rights and terms are met. Reviews budgets and ensures that purchases are within budget guidelines.
15. Researches availability and conditions of grant funding. Advises Board and departments of available funds and oversees and assists in the preparation of grant applications

16. Keeps abreast of professional developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate
17. Supervises and directs the County's Equal Employment Opportunity efforts. Ensures that the recruitment and selection process provides for equal employment opportunities. Maintains appropriate EEOC files, reports, and records.
18. Performs other duties as required or assigned by the Commissioners.

PHYSICAL REQUIREMENTS This job requires the ability to perform the essential functions contained in this description. These include but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements. While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, view and produce written and electronic documents, and enter data on a computer keyboard. The employee must lift or push/pull objects of up to 20 lbs. without assistance. Accommodation will be made, as needed.