

DEFINITION

Highly responsible management work involving service as the chief administrative officer of Putnam County and management agent of the County Commission.

Exclusive authority to supervise, direct and control the administration of the county government. Carries out, executes and enforces all ordinances, policies, rules and regulations of the County Commission. Appoints, disciplines and terminates employment of other non-elected officers and personnel, subject to the approval of the County Commission.

Supervises the administrative office of the County Commission, the fiduciary activity, the buildings and grounds maintenance activity, the animal control activity and the emergency services activities. Assists the Putnam County Planning Commission in supervising the Office of Planning and Infrastructure. Provides liaison management assistance to other constitutional officers, county agencies and their departmental activities.

Work is generally accomplished on an independent basis, in keeping with relevant laws, ordinances, resolutions, rules, regulations, policies and procedures that impact the work of this position class, under the general direction of the County Commission. Work is reviewed by the County Commission through analysis of results achieved, written reports and periodic conferences.

EXAMPLES OF WORK PERFORMED (The listed examples may not include all duties found in this position class).

- ▶ Directs the activities of the County Commission administrative office, fiduciary services, buildings and grounds maintenance services, animal control activities and emergency services.
- ▶ Provides liaison management assistance to constitutional officers, county agencies and their departments, as directed by the County Commission or as requested by the constitutional officers, department heads or agency directors.
- ▶ Provides a variety of assistance to the County Commission, including, but not limited to: Handling administrative matters in the absence of the County Commission; providing the County Commission with relevant information gathered at meetings, from professional publications and from other professional contacts; attending meetings as the County Commission representative; and carrying out special project assignments from the County Commission.
- ▶ Prepares the County's budget; proposes annual operating budget for County Commission's consideration, including the calculation of revenues from relevant data;

reviews and analyzes budget expenditure requests of every department, including those of other elected officials and outside agencies; provides budgetary control through analysis of monthly receipts and expenditures; and advises County Commission, department heads and other elected officials of any existing or possible projected budgetary problems.

- ▶ Serves as the county's purchasing agent, administering all purchase requests over \$5,000, preparing purchase orders for the administrative office of the County Commission, the fiduciary department, the buildings and grounds department and the animal control department; reviews and accounts for all county purchases; advises all personnel involved with purchasing process about sound purchasing practices; and updates county purchasing procedures as practicable.
- ▶ Serves as the human resources officer; maintains personnel records; advises department heads on employment matters; maintains the county position classification plan; administers the county pay plan for the County Commission; administers the employee development program (work performance evaluation, employee training and education, and employee counseling); hires, manages and terminates employment of those employees within the administrative office of the County Commission, fiduciary department, buildings and grounds department, animal control department and emergency services department, subject to the County Commission's approval.
- ▶ Performs related work as required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ▶ Thorough knowledge of the contemporary principles and practices of effective county government.
- ▶ Thorough knowledge of the organization and operation of Putnam County.
- ▶ Thorough knowledge of the laws, ordinances, resolution, rules, regulations, policies and procedures impacting the county government administration of Putnam County.
- ▶ Thorough knowledge of the principles and practices of effective supervision.
- ▶ Ability to implement assigned duties in a timely, effective and independent manner.
- ▶ Ability to communicate effectively and diplomatically, orally and in writing.
- ▶ Ability to establish and maintain effective working relationships with the County Commission, constitutional officers and other department heads, employees, representatives of other organizations and the general public.

- ▶ Ability to cope with the physical, mental and emotional requirements of this position class.

#### DESIREABLE EXPERIENCE AND EDUCATION

Considerable experience in a responsible management position, preferably in local government, and graduation from a four-year college or university with a degree in political science, business administration or other appropriate discipline, preferably supplemented by a master's degree in public administration, business administration or other appropriate discipline.