COUNTY ADMINISTRATOR
DICKINSON COUNTY, MICHIGAN

Dickinson County is seeking applicants for the position of County Controller/Administrator. Dickinson County has a population of approximately 26,000, is economically stable and has a 2013 General Fund Budget of $8.8 million. This position serves under the general direction of a five member Board of Commissioners. Starting salary will be commensurate with experience

The ideal candidate will possess excellent communication, managerial and financial skills. Candidates must possess a bachelor's degree or master's degree and have at least five years experience in public administration, preferably in county government. Job duties include budget preparation and control, personnel and facilities management, human resources, risk management, purchasing, grant writing and other administrative functions. Familiarity with airport and park operations would be a plus. A complete job description is available on the county website, www.dickinsoncountymi.gov.

Interested applicants must submit a detailed resume and Letter of Interest by Friday, April 15th to :

Henry Wender, Chairman
Dickinson County Courthouse
P.O. Box 609
Iron Mountain, MI 49801

Dickinson County is an equal opportunity employer.

COUNTY CONTROLLER/ADMINISTRATOR

SUMMARY

Serves as chief administrative officer implementing the policies of the Board of Commissioners. Also serves as County Controller and performs duties as provided under Public Act 257 of 1929, as amended. Serves as principal advisor to the Board in the internal services areas involving budget preparation and control, personnel and facilities management, purchasing and other administrative functions. Performs related duties as required.

SUPERVISION RECEIVED

Supervision is general, received from the Board of Commissioners.

SUPERVISION EXERCISED

Directs immediate office staff and staff engaged in non-elected departments. Serves as liaison between elected department heads and the Board.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform).

1. Serves as Executive Assistant to the Board of Commissioners by attending all Board meetings, preparing Board and Committee agendas, reviewing and writing correspondence and implementing Board directives.

2. Prepares and recommends general policy to the Board. Conducts or supervises research and analysis associated with such policy.

3. Prepares and submits to the Board a recommended balanced budget as required by Public Act 621 of 1978, as amended. The submitted budget will include recommendations on revenues and on expenditures relating to settlements with employee collective bargaining units, recommended short and long term capital outlay expenditures and capital improvement plans, and recommendations as to appropriations to non-general fund activities. Monitors compliance with the approved budget.

4. Serves as a member of the collective bargaining team which represents the Board.

5. Supervises the development, application and use of designated County automated data processing systems. Approves hardware configurations and all additions, deletions and modifications to such computer systems.

6. Serves as the County personnel officer. Serves as the employer representative in all grievance matters before the County. Maintains the personnel system including job classification, evaluation, analysis, recruiting, wage and salary administration and personnel policy.

7. Serves as the County purchasing agent.

8. Serves as the risk manager coordinating the development, application, reporting and maintenance of

property and liability protection.

9. Establishes broad policies and oversees the care and maintenance of all County facilities and grounds, including the County Park System.

10. Exercises responsibility for hiring department heads and other staff under his or her direction. Monitors employee performance, initiates training, reviews discipline and transfers, and recommends promotion as necessary. Arranges joint personnel use by departments whenever possible.

11. Assists the County Board and its committees in monitoring operating policy development and implementation. Makes authoritative recommendations and coordinates departmental activities. Speaks to community groups and interested parties explaining operational practices as spokesperson for the County. Coordinates implementation of Board policy and directives with elected department heads.

12. Researches and analyzes various funding sources, prepares grant applications, negotiates and obtains final funding and ensures compliance with all grant conditions.

13. Analyzes legislation for possible effects upon the County, attends seminars to keep current and reads extensively on methods and policies.

14. Serves on other Boards and Commissions at the discretion of the Board of Commissioners.

15. Performs related and other duties as required or as assigned by the Board of Commissioners.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

All of the following functions, qualifications, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of County government and public administration.
Ability to work effectively with the public and fellow employees.
Ability to prepare accurate written records and reports.
Ability to see, hear and speak effectively.
Ability to reason and work without limitation with numbers.
Required education and experience include a BA or Masters degree in a related field and six years of related experience.
A valid Michigan driver's license.