

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

POSITION: Assistant County Administrator
DEPARTMENT: Commissioners' Office

PAY GRADE: 12
**STAUTS: Unclassified, FLSA Executive
Exemption**

PURPOSE OF POSITION

The purpose of this position is to manage the county budget and appropriations, oversee and supervise department fiscal and clerical staff, and work closely with the County Administrator to provide oversight of projects for Commissioners' related departments.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Develops and administers the County budget and appropriation process (e.g., Estimates of Revenue, Annual Tax Budget, Annual Appropriation Resolution) for the County's General Fund and other/miscellaneous funds; streamlines processes to improve the overall management and efficiency of financial operations; involves and assists elected officials, department heads, and fiscal officers in the process to make the budget a shared goal of the organization fostering communication, teamwork, accountability, and prioritization; provides training and assistance on the budget processes; performs forecasting and situational analysis as a decision-making tool; estimates the impact of annual budget growth, increases in salary and medical benefits, and the result of approving large requests; prepares statistical data and reports for same.

Serves as County Administrator in his/her absence; assists the County Administrator in the management of projects for County offices and departments; develops and implements administrative policies and procedures to ensure compliance with applicable federal, state, and local standards, guidelines, and regulations; ensures departmental compliance with policies and procedures; coordinates and prioritizes departmental workload; reviews work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations and makes recommendations for same.

Supervises assigned staff; plans, coordinates, and reviews work; resolves employee conflicts and problems; evaluates performance and recommends transfers, promotions, salary increases, and disciplinary actions to the County Administrator.

Provides oversight of the county procurement process; assists in the preparation and review of requests for proposals, competitive bidding, and contracts; oversees the administration of various grant funds, grant monitoring and compliance.

Advises the Commissioners on cash management strategies including the execution of bond issues and practices that influence a favorable rating and fund liquidity; provides the financial information necessary to update the existing bond rating and general new bond issues; collects data for compilation of Annual Informational Statement.

Takes and maintains minutes and correspondence for the Debt Review Committee, Financial Report Review Committee, and Investment Advisory Committee; serves as Secretary/Treasurer for the Wood County Community Improvement Corporation.

Maintains and updates records retention schedule and coordinates responses to public records requests, including review with legal counsel.

Develops and coordinates office disaster recovery plan.

ADDITIONAL FUNCTIONS

Assists with oversight of Central Services.

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MINIMUM QUALIFICATIONS

Bachelor's degree in Public or Business Administration or a related field with an emphasis on finance supplemented by a minimum of three years of experience in the field or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Significant knowledge of Microsoft Excel and Word. Valid driver's license required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize, and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.

Human Interaction: Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive, and advisory data and information such as financial statements, technical operating manuals, statutes, procedures, guidelines, and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions; compute discount, interest, ratios, and proportion.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervising, managing, leading, teaching, directing, planning, coordinating, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, calibrate, tune, synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as a computer, other office machines, and/or related materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of moderately light objects and materials. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify individual characteristics of colors, shapes, and sound associated with job-related objects, materials, and tasks.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.