

**WINNEBAGO COUNTY
POSITION DESCRIPTION**

(Draft Abbreviated Version for Proposed New Position)

POSITION TITLE: **Director of Administration**

DEPARTMENT: Administration

PAY BASIS: Salaried

PRINCIPAL ESSENTIAL DUTIES:

1. Jointly with the County Executive, supervises the Directors of Finance, Human Resources, and Information Systems, and makes sure that those departments operate efficiently and effectively in providing service which meets the changing needs of other operating departments.
2. Directs the development, implementation, and administration of the County's programs for purchasing, contract administration, risk management, property and liability insurance, workers' compensation, and general services.
3. Provides leadership and advice concerning overall direction and management of the County, and ensures coordination among departments.
4. Assists the County Executive in preparation of the annual budget, in setting overall goals and targets for department budgets, and in establish.
5. Develops, recommends, and presents proposals for policy changes when needed.
6. Provides support and information to the County Board regarding policy issues.
7. Participates in the County's strategic planning efforts, including long-term financial planning.
8. Manages large intergovernmental grant programs which affect multiple County departments.
9. Ensures that the County is in compliance with federal and state laws, regulations, and contracting requirements.
10. Handles special projects as needed.
11. Performs other related duties as assigned.

WORK RELATIONSHIPS:

1. Reports to County Executive.
2. Supervises Director of Finance, Director of Human Resources, Director of Information Systems, Purchasing Manager, and Risk Manager.
3. Works with all department heads, County Board members, other government agencies, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree or higher required; a master's degree in Public Administration or another advanced degree in a related field preferred
2. A minimum of ten years work experience in state or local government, which should include at least two years experience at a department head level in county government.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of principles of local government finance.
2. Knowledge of budgeting systems and principles in state or local government.
3. Knowledge of information systems technology, administration, and management.
4. Knowledge of quality improvement and strategic planning processes.
5. Ability to apply logic and reasoning to data and come up with conclusions, corrections and revisions.
6. Ability to establish and maintain effective working relationships with others including subordinates, department heads, elected officials and the general public and press.
7. Strong written and verbal communication skills including listening skills.
8. Knowledge of the laws and regulations applicable to county government operations.
9. Ability to plan, organize, and effectively present ideas, concepts, and recommendations.

DRAFT