

# County Administrator

Hood River, Oregon

**A SMALL COUNTY WITH**

**A BIG MISSION:**

PROVIDING QUALITY OF  
LIFE FOR ALL



**SUPERVISION RECEIVED AND EXERCISED:** Serves at the will of the Hood River County Board of Commissioners. Exercises supervision over 9 Department Directors who supervise a total of approximately 150 employees in the Budget and Finance, Records & Assessment, Community Development, Health and Sanitation, Public Works/Parks, Forestry, Prevention, Human Resources and Juvenile Departments. The County Administrator also coordinates with 3 other elected officials who manage County departments (Sheriff, 911 Communications, Adult Parole and Probation, District Court and Justice Court).

**SUMMARY:** To perform executive management level leadership in directing the overall management of the County government; to provide public services to the citizens of Hood River County; to coordinate intergovernmental projects of a local or regional nature with municipal, state and federal agencies on behalf of the Board of County Commissioners; to provide complex support to the Board of County Commissioners. Serves at the appointment and approval of the Board.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administers policies, procedures, ordinances and regulations adopted by the Board of Commissioners, Drafts resolutions, ordinances and rules upon direction by the Board of Commissioners, monitors compliance with the progress of administrative duties.
- Holds regularly scheduled department head meetings to discuss policy and operational issues.
- Reviews managerial reports from department and offices; summarizes and submits to the Board of Commissioners.
- Responsible for the planning of departmental space and assignment of personnel.
- May act as a resource for departments to plan effective operations.
- Coordinates activities with County Counsel, District Attorney, Sheriff and Judge.
- Provides advice and recommendations to the Board of Commissioners.
- Advises the Board on the status of the County Government regarding finances, administration, risk management, public health and safety and public relations.
- Recommends policies and procedures to improve County operations and/or resolve problems.
- Responsible for the employment and employment practices of the County.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES - continued

- Assigns special projects for review and analysis.
- Formulates plans for the implementation of goals adopted by the Board; presents plans to the Board.
- Directs the preparation of the Board of Commissioners formal meeting agendas; coordinates Board work session agendas.
- Delivers the budget message, directs the preparation of the annual County budget and administers the adopted annual budget.
- Facilitates the management or declarations of emergency by the Board of Commissioners.
- Acts as purchasing agent for the County, subject to limitations as adopted by the Board.
- Responsible for the selection and supervision of all non-elected department heads.
- Responsible for the development of labor agreements and relations.
- Directs and coordinates the review of legislation affecting the County Government, prepares commentaries on fiscal and program impact of legislative proposals and submits to the Board and the County legislative delegation.
- Works with the Association of Oregon Counties on matters affecting County Government as directed by the Board of Commission.
- Represents the County at legislative committees, public agencies and private organizations; provides public information to citizens and channels public inquiries concerning County operations.
- Establishes and maintains an effective working relationship with County employees, elected and appointed public officials, union representatives and management employees of local government.

#### Knowledge, Skills and Abilities:

- Principles and practices of public administration and financial management.
- Principles and practices of budget development and administration.
- Principles and practices of public organization and personnel management.
- Principles and practices of community organization and citizen involvement.
- Principles and practices of policy development.
- Principles and practices of group dynamics and group decision making.
- Knowledge of or ability to learn Local, State and Federal legislation affecting County government.
- Skills analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Ability to interpret and explain County policies, procedures, rules and regulations.
- Ability to administer budget, prepare and review the preparation of complex management and financial reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

- A bachelor's degree from an accredited institution in public or business administration or related field, required. Master's degree, preferred.
- Demonstrated progressive career advancement related to assigned work; minimum of 5 years of experience in similar role.
- Minimum of 5 years of experience in active supervision of individuals.