



Job Description

Job Title	Assistant County Administrator
Spec Code	1235
Department	County Administrator
Reports To	County Administrator
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Approved By	Mark Horner
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Summary

Under administrative direction performs work of unusual difficulty in assisting the County Administrator in directing and coordinating the Lake County government. Assignments are subject to broad policy guidelines and the direct supervision of the County Administrator. Work involves responsibility for relieving the County Administrator of various administrative details, coordination over the county budget process and a large, complex service organization. Work also involves a variety of tasks designed to relieve the County Administrator of details by review of materials, assembly of factual information, the implementation of programs and the transmittal and interpretation of management actions. Work can also include independent research projects undertaken at the direction of the County Board. Assignments are received in the form of general outlines or desired results, and the employee is expected to develop methods and routines. Supervision is exercised over support professional and clerical staff and instructions may be issued to line and staff positions in other departments as necessary.

Essential Functions

Include the following.

- Represents the County Administrator by serving as liaison to the Standing Committees of County Board, and attends and coordinates Committee meetings.
- Manages efforts to assist and coordinate county departments and agencies in a service oriented fashion. Acts as facilitator in various situations involving staff, residents, community groups, etc to reach a common goal.
- Researches administrative practices in County departments and recommends changes to improve the efficiency and effectiveness of such practices.
- Represents the County Administrator and the County at meetings on matters of common concern or joint jurisdiction with other Counties, municipalities, special taxing districts and other governmental units and agencies.
- Receives, reviews and analyzes proposed, new or revised state and federal legislation to determine its possible impact on the County. Summarizes findings and reports them to County Administrator.
- Engages in lobbying efforts on behalf of the county at the direction of County Administrator.
- Assists the County Administrator in the preparation and development of the annual County budget.
- Assists in the preparation of the annual County Budget message for County Board approval, prepares instructions to County departments on budget preparation, budget policy and goals.
- Receives completed budget requests from departments, analyzes requests to determine conformance to instructions and budget policy, impact on overall County expenditures and assists County Administrator and County Board Committees in reviewing requests.
- Exercises on-going budget analysis by tracking expenditures and reviewing requests for line item transfers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Comprehensive knowledge of governmental budget practices and procedures.
- Comprehensive knowledge of governmental fund accounting.
- Comprehensive knowledge of the principles and practices of public administration or modern business management.
- Comprehensive knowledge and understanding of the limits of feasible public action.
- Considerable knowledge of quantitative methods and modern application of those methods to assist in solving management problems.
- Considerable knowledge of federal and state grant-in aid programs.
- Considerable knowledge of the federal and state legislative process.
- Considerable knowledge of federal and state legislation and regulations and its effect on county government.
- Working knowledge of the applications of information technology to the solution of managerial problems.
- Ability to supervise and perform technical research on specific problems.
- Ability to analyze and systematically compile quantitative and statistical information and to prepare complex reports.
- Ability to establish and maintain satisfactory working relationships with County Board members, elected officials, department heads and other employees.
- Ability to manage various issues and information in a confidential manner.
- Ability to present information clearly and in an interesting manner to the County Board, county officials and the general public, and to deal calmly and fairly with conflict and questions.
- Ability to effectively assist in top level administrative functions.
- Ability to prepare and review the preparation of complex management and financial reports.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to present information clearly and in an interesting manner to elected officials and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- While performing the duties of this job, the employee is required to use a computer. Considerable knowledge of PC operations and software (Word processing, database and spreadsheet) are required. Good typing skills are also required.

Competency

To perform the job successfully, an individual must demonstrate the following competencies.

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Design** - Generates creative solutions; Demonstrates attention to detail.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Technical Skills** - Assesses own strengths and weaknesses; Strives to continuously build knowledge and skills.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; Remains open to others' ideas and tries new things.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluates results.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Improves processes, products and services..
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
- **Strategic Thinking** - Develops strategies to achieve organizational goals.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- **Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction.
- **Initiative** - Seeks increased responsibilities; Looks for and takes advantage of opportunities.

Education and/or Other Requirements

- Completion of a bachelor degree in business, public administration, accounting or a related area, supplemented by a graduate degree in public administration or business administration.
- Four years of progressively responsible experience in public administration and budget analysis or any equivalent combination of training and experience.

Physiological Factors

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Psychological Factors

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to maintain pleasant working relationships.
- Ability to perform multiple tasks simultaneously.

Note

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.