

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: County Administrator
DEPARTMENT: County Commissioners
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 1997 **STATUS:** Full-time
DATE REVISED: January 2016, June 2021 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as County Administrator for the Perry County Commissioners, responsible for coordinating County projects and activities, and providing administrative support to County Commissioners and County Council.

DUTIES:

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, scheduling appointments and meetings, taking messages from constituents, and/or directing calls to appropriate office or individual.

Provides administrative support to County Commissioners and County Council, including, but not limited to, composing and typing correspondence, speeches and press releases, making and coordinating travel/conference reservations, scheduling and coordinating press conferences, and preparing/posting meeting agendas.

Serves as liaison between County departments, elected officials, County Commissioners, maintenance contractors, and the public, relaying messages, coordinating activities/projects, and assisting in resolving problems.

Posts job opening announcements for all County departments, collects completed applications, and submits applications to hiring officials.

Prepares for meetings of the Commissioners and Council, including, but not limited to, scheduling and running live streamed meetings, setting up equipment, and unlocking/locking front doors.

Purchases office supplies for County Council and Commissioners and purchases janitorial supplies as needed for County buildings.

Coordinates with Maintenance Supervisor in overseeing general maintenance of County buildings including maintenance of HVAC, plumbing, electrical, security systems, technician service calls, and tools/equipment/parts needed. Notifies Commissioners when major/costly repairs are needed.

Assigns courthouse employee access codes, monitors access to entry doors, maintains access database, and communicates with security system provider. Responds to security and fire alarms at courthouse on a 24-hour basis and notifies appropriate public safety personnel as needed.

Prepares and processes payroll and other accounts payable claims/vouchers for County Commissioners, County Council, Courthouse, Cumulative Cap, and other assigned departments, including completing forms, calculating totals, verifying charges, attaching proper documentation, and submitting to Auditor.

Communicates with various agencies and contractors, including reviewing and negotiating contracts, collecting and processing budget requests, and preparing claim vouchers for payment.

Prepares annual budgets for County Commissioners, Courthouse, County Council, Cumulative Cap, and other assigned departments, including analyzing current budget, projecting costs, recommending changes, and completing required forms. Assists Auditor during County Council budget sessions.

Maintains budget ledgers, entering receipts, disbursements and transfers, maintaining current fund account balances, recommending transfers as needed, and periodically reconciling with Auditor's records.

Assists in overseeing federally funded transportation projects, including, but not limited to, obtaining required training, communicating with consultants and Indiana Department of Transportation, completing and submitting applications and required reports, attending progress meetings, processing change orders, ensuring compliance requirements, compensating contractors, and preparing claim vouchers for reimbursements.

Assists in obtaining grants for the County and special interest groups, including completing and submitting applications, accessing information on the internet, communicating with Indiana 15 and other funding source officials, and coordinating meetings as needed.

Assists in overseeing construction projects, including monitoring work sites, ensuring compliance with contracts and deadlines, compensating contractors, and processing change orders.

Assists with maintaining the County's non-discrimination plans, including, but not limited to, serving as the County's ADA & Title VI Coordinator, receiving required training, updating plans, preparing required reports, overseeing compliance projects and goals, and coordinating meetings and public hearings.

Participates in annual and decennial Census activities, including, but not limited to, coordinating meetings with Census officials, participating in public awareness campaigns, and submitting reports.

Oversees County website, including but not limited to, maintaining web pages, posting announcements, uploading Commissioner and Council minutes, and corresponding with site developer as needed.

Assists in overseeing telephone and I.T. systems at County buildings and reporting problems to vendors.

Periodically lobbies state legislature and federal agencies for special project funds, including calling, corresponding, and meeting with officials to emphasize importance of proposed projects.

Assists in supervising assigned community service workers, including making work assignments, providing supplies, ensuring timely completion of tasks, and maintaining discipline.

Oversees maintenance and use of County vehicles, including scheduling use of vehicles and ensuring vehicles receive regular oil changes and tune-ups.

Schedules Commissioners room for meetings and other functions.

Maintains current list of appointed board members, mails correspondence to members for re-appointment, advertises appointment vacancies, and ensures qualifications of applicants.

Coordinates a variety of office functions, including, but not limited to, pitch-in meals, parties, and ceremonies. Collects and delivers mail to various County offices as needed, and assists with replenishing supplies in public restrooms and public areas when needed.

Periodically assists other County departments as needed/requested.

Represents the Commissioners in their absence as their designated appointee and serves as liaison to various Perry County and surrounding county boards, including, but not limited to, Local Emergency Planning and Security Board.

Periodically attends conferences and training seminars as authorized.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. A minimum of two years of administrative office experience preferred.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of and ability to make practical application of customary and prescribed policies, practices and legal requirements of the County Commissioners' Office.

Working knowledge of standard office procedures and computer software used by the Department, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of grant writing, budget preparation, and standard accounting practices and principles, and ability to perform arithmetic calculations, balance accounts, maintain complete financial records, and prepare related statements and reports.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, media releases, and written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment and software, including website application software, live stream software, live streaming equipment, computer, printer, fax machine, postage meter, telephone, typewriter, copier, calculator, key scan and security/fire alarm system.

Ability to assist in overseeing telephone and I.T. systems at County buildings.

Ability to supervise assigned community service workers, including making work assignments, providing tools and supplies, and ensuring timely completion of tasks, and maintaining discipline.

Ability to oversee/inspect work of outside contractors to ensure proper completion and compliance with Department standards and guidelines.

Ability to effectively communicate orally and in writing with co-workers, other County departments, elected officials, local, state and federal agencies, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to compare or observe similarities and differences between various data sets.

Ability to comprehend Indiana Code as it applies to qualifications of appointed board members, non-discrimination plans, and other topics.

Ability to compile analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to plan/layout assigned work projects.

Ability to occasionally work extended hours and/or evenings and occasionally travel out of town for conferences and training, sometimes overnight.

Ability to occasionally respond to security and/or fire alarms on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for soundness of judgment and conclusions, and overall adherence with departmental policies.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, elected officials, local, state and federal agencies, maintenance contractors, vendors, and the public for the purpose of exchanging information.

Incumbent reports directly to County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, keyboarding, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours or evenings and may travel out of town for conferences and training, sometimes overnight. Incumbent responds to security and/or fire alarms on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of County Administrator for the County Commissioners' Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name