



**Title: County Administrator**  
**Department: Administration**

**FLSA Status: Exempt**  
**Updated: 11/2022**

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### **General Definition of Work**

Performs complex work in planning, directing, and coordinating the policies and/or directives of the Pope County Board to ensure uniform administration within and among the various departments, and related work. Work involves setting policies and goals under the direction of the County Board.

Supervision is exercised over all organizational personnel.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Directs the day-to-day operations of the County. Coordinates all County activities not specifically assigned by statute to County Elected Officers.
- Carries out all ordinances, policies, resolutions, and orders of the Board and all laws of the State required to be enforced through the County Board.
- Serves as Clerk of the Board and prepare all Board meeting agendas, complete with time schedule, issues, and background information. Attends all County Board meetings and oversee recording of minutes. Monitors the actions of the County Board to ensure compliance with Board decisions and policies.
- Prepares written correspondence, memoranda, and reports on behalf of the County Board.
- Monitors and communicates to the Board any federal, state, and local government administrative, legislative, and judicial developments that may affect county operation, department directors, employees, and the public.
- Serves as Board spokesperson and Public Information Officer with employees, other organizations, and the public regarding County and Board activities, procedures, and positions.
- Represents the Board at government and professional associations, media events, public meetings, civic organizations, and interest groups.
- Participates in internal County committees, standing committees, and other organizations as needed or as directed by the County Board.
- Prepares, submits, and presents to the County Board a proposed annual budget with detailed estimates of revenue and expenditures.
- Keeps the Board fully advised as to the financial condition and needs of the County and makes available other reports as, or when, needed.
- Works with the County Auditor-Treasurer in enforcing the provisions of the budget.
- Makes decisions on and authorizes expenditures on behalf of the Board in accordance with policy outside the County budget.

- Conducts truth in taxation hearings with assistance from the County Assessor and County Auditor-Treasurer.
- Advises on establishing, revising, and interpreting policies.
- Maintains personnel, purchasing, and other approved general county policies to keep current and compliant.
- Oversees the County's procurement policy and works with departments to comply with all Federal or State procurement or contracting requirements.
- Hires, suspends and removes non-department leaders and non-elected office personnel.
- Supervises, monitors performance, and completes annual performance reviews of all non-elected department heads.
- Assists in the hiring process for leadership positions, participates in the panel, and corresponds with applicants on behalf of the Board with Board approval or participation.
- Acts as Chief Labor Relations Officer and negotiator for the County and presents proposals in bargaining sessions and mediation.
- Administers and interprets labor contract provisions, hears grievances, and researches and develops negotiation strategies, proposals, language, and costs.
- Acts as the Responsible Authority for public data requests and all State and Federal compliance requirements.
- Serves as the County's Risk Manager for safety, property and other insurance coverages.

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### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; thorough knowledge of the laws, ordinances and regulations underlying county government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to communicate effectively with elected officials; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of a large workforce; ability to establish and maintain effective working relationships with department heads, elected officials, and the general public.

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### **Minimum Qualifications**

Master's degree and extensive experience, or a combination of equivalent education and experience.

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### **Special Qualifications**

Valid driver's license in the State of Minnesota.

### Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*