

Christian County Job Description

TITLE: County Administrator
DEPARTMENT: County Board
REPORTS TO: County Board Chairman and Christian County Board
FLSA STATUS: Salary, Exempt
APPROVED: 4-16-2024

Position Summary:

The County Administrator acts as the Christian County Board's liaison regarding the administration, coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County. The Christian County Board Chairman, in coordination with the Christian County Board, provide administrative direction to the County Administrator.

Essential Duties and Responsibilities:

Acts as the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including but not limited to the following:

- Provide administrative support and research assistance to the County Board as requested including but not limited to economic development and grants;
- Attend all County Board Committee, County Board and other special County meetings, and may represent the County Board in meetings with elected office holders; other county, local, state and federal officials and agencies, community groups and the general public, under the general direction of the County Board Chairman as needed or designated as needed both during and after regular work hours;
- Oversees preparation, distribution and posting of all required meeting agendas as required and in compliance with the Open Meetings Act (OMA);
- Oversees compilation of agenda packets and distribution to County Board members;
- Takes and prepares minutes of all County Board *Committee* meetings;
- Maintain listing of all County Board members as to their committee assignments and respective districts;
- Liaison between the County Board and County departments facilitating the communication of information regarding County operations;
- Oversees the preparation of budgets for County Board Office and Office Zero;
- Prepare payroll and accounts payable claims for County Board Office and County Board members;
- Oversees Human Resource functions of the County to include but not limited to the coordination of hiring practices; drug/alcohol testing procedures; employee benefits; new hire orientations as well as training recommendations;
- Conducts regular performance evaluations of appointed County non-elected department heads (EMA Director, Maintenance Supervisor, Zoning Officer, Local

Solid Waste Director and Animal Control Director) as directed by the County Board Chairman;

- Oversees and administers the County's risk management by performing duties including but not limited to risk management planning, risk management policy review and recommendation, safety and liability insurance activities, safety training, and filing all work compensation claims and is the contact person for the work compensation third party administrator;
- Accepts/troubleshoots safety complaints and refers safety issues for resolve;
- Serves as loss control liaison;
- Oversees and administers the County's liability and property insurance programs and recommendations to ensure that all County property and functions have adequate insurance coverage;
- Oversees annual health insurance benefit renewal process and annual open enrollment;
- Prepare any and all documents related to liquor, gaming or any other new licenses established by the County Board and ensure collection of appropriate fees;
- Direct the County's administrative functions including: Public relations, maintaining intergovernmental relations, scheduling of county board room, courthouse/grounds and events;
- Oversee travel arrangements and coordination as necessary for County Board members.

Employment Law and Collective Bargaining

- Serves as a member of county's negotiating team. Serves as the primary note taker during collective bargaining negotiations and grievance meetings.
- Research and analyze labor relations procedures and practices, proposals and past practice.
- Assist management personnel in contract interpretation, grievance interpretation and grievance responses. This also includes areas of investigations and/or discipline.
- Responsible for recommending and/or developing and/or conducting supervisory training related to employment law and/or collective bargaining and collective bargaining agreements.
- Oversees review all payroll claims prior to submittal to the County Clerk for processing and report any discrepancies to the appropriate department head and County Board Chairman if necessary.
- Maintain employee classifications, salary range schedules and assist department heads with job descriptions.
- Provide oral and written reports to the County Board and its Committees when requested.
- Ensure compliance with County policies, procedures and expectations. Development of policies and amendments (as needed) to Employee Handbook.

Customarily and regularly directs the work of at least one or more full time employees.

- Direct supervisor of the Administrative Assistant to the County Administrator.

Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including but not limited to Illinois Counties Code, Illinois Open Meetings Act, the Illinois Freedom of Information Act, Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Illinois Local Records Act.

Complies with all applicable policies and procedures regarding or related to assigned job duties.

Maintains confidentiality and assumes a high ethical standard.

Maintains availability outside work hours to respond to emergencies.

Maintains regular attendance and punctuality.

Travel to and from meetings, training, conferences and other County office locations to perform job duties.

Performs other duties, as required or assigned by the County Board Chairman or County Board.

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.

Language Skills:

- Ability to research, read and interpret documents and simple instructions.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors and County department heads and elected officials in both a one-on-one and group settings.
- Requires excellent knowledge of English language, spelling and grammar.
- Strong oral and written presentation skills.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills, Knowledge and Abilities:

- Strong organizational skills.
- Excellent prioritization skills, multi task, and the ability to meet deadlines in a fast paced environment.
- Ability to display a positive, cooperative, professional and team orientated attitude.
- Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials and the public.
- Ability to maintain confidentiality as required and demonstrate a professional mannerism.
- Ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook and PowerPoint.
- Knowledge of office practices, principles of modern record keeping and setting and maintaining filing systems.
- Knowledge of principles and practices of local government structure and services to include regulations and laws at the local, state and federal level.
- Knowledge of labor laws and when appropriate to consult labor attorneys.
- Skills in operating a personal computer, laptop, and basic standard office equipment.
- Ability to comply with all county policies and procedures, and to adhere to set standards.

Education and/or Experience:

- A minimum of a Bachelor's degree from an accredited college or university is required.
- A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.
- Human Resource Management and/or four years' applicable work experience in field of employment relations or labor relations.
- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Knowledge in the areas of employee relations including labor relations and collective bargaining.

Physical Demands:

While performing the duties of this job, physical demands of the position are as follows:

- Frequently sitting for hours at a desk or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or more up to 15 pounds;
- Use hands and fingers to finger, handle, type, write and feel;
- Reach, push and pull with one and/or both hands and arms;

- Talk and hear in person via use of telephone and in meetings;
- Vision abilities include close and distance vision; ability to view computer monitors and screens;
- Travel independently to other County office buildings and other locations to perform job duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following work conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors and the general public.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

My signature below affirms that I received a copy of this job description.

Employee Signature

Date

County Board Chairman Signature

Date

CC: Personnel File