

County Administrator Tompkins County

Department: County Administration
Classification: Exempt
Labor Grade: Management Grade 92
Approved: 01/01/1974
Revised: 2/85; 6/91; 1/98; 12/01; 8/07; 10/07; 9/16; 7/21
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from an accredited college or university with a Master's Degree in Business or Public Administration or a related field **AND** eight (8) years of administrative and management experience; **OR**
- (b) Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related field **AND** ten (10) years of administrative or management experience; **OR**
- (c) Any combination of education and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position in the County of Tompkins which carries authority as the Chief Executive Officer and Administrative Head of the County. The County Administrator has all of the executive powers and performs all the duties conferred by law upon a county chief executive officer or head of the administrative branch of county government. The work involves responsibility for directing the administrative and budgeting activities of the county, including all county departments. The County Administrator is appointed by, is directly responsible to, and serves at the pleasure of the Tompkins County Legislature. Administrative direction is given to all county department heads and other administrative officials. The County Administrator leads in the incorporation of the County's commitment to diversity, equity, and inclusion, as well as the adopted values into the operations, policies and practices of county government. The County Administrator appoints and supervises Deputies and other staff necessary to perform the duties of the office. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

The County Administrator is responsible for the overall administration of county government. The incumbent provides and coordinates staff services to the Legislature and the various Legislative committees. The duties include but are not limited to:

1. Supervises the implementation of programs, policies, procedures and initiatives as determined by the Tompkins County Legislature;
2. Appoints and removes (subject to consultation with the Tompkins County Legislature and in conformance with Civil Service law) all department heads who are not elected officials, except as otherwise provided by County Charter;
3. Exercises supervision and control of all departments headed by appointed officials and unify the management of their affairs, subject to applicable provisions of the Tompkins County Charter;
4. Oversees the activities of all County departments as authorized by the Tompkins County Legislature;
5. Obtains estimates of revenue and expenditures from all departments, offices and agencies and prepare, submit and execute an annual budget that promotes the effective, efficient and economical management of appropriate funds;
6. Works with, and coordinates the activities of, various departments and agencies to efficiently implement the directives of the Tompkins County Legislature;
7. Prepares proposals and make recommendations for the Legislature's consideration;
8. Supervises the implementation of contracts for services on behalf of the County.
9. Provides adequate insurance and surety bond coverage and/or administer adequate insurance reserves to protect the County from all reasonable risks of loss or damage;

10. Maintains the County's Administrative Policy Manual which defines the operating policies and procedures of the County;
11. Serves as the Freedom of Information Officer for the County;
12. Advises the Legislature on policy and procedural recommendations which will build a positive culture within the County workforce, promote economy, efficiency and a high-quality service;
13. Oversees the collective bargaining process in county negotiations with organized employee organizations;
14. Administers, promotes and implements the county's initiatives based on a customer focus, data-based decision making, team building, and employee involvement;
15. Provides staff support for Legislative committees when deemed necessary;
16. Executes and enforces all resolutions, orders and laws enacted by the Tompkins County Legislature
17. The County Administrator possesses all powers and performs all other duties as may now, or hereafter, be conferred or imposed on the incumbent by the Tompkins County Legislature;
18. Oversees special projects of the Legislature.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the practices and procedures of public administration, especially as they relate to county government in New York State;
- Comprehensive knowledge of the practices and procedures involved in municipal budgeting and accounting;
- Strong written communication skills, including report writing, accounting, and public relations;
- Strong oral communication skills, including the ability to analyze complex problems and propose realistic solutions in a concise and clear manner;
- Ability to separate technical from policy choices, able to define the implications of those choices for the Legislature;
- Ability to plan, direct and supervise the work of others, while maintaining good working relationships;
- Tact, integrity, attention to detail, an excellent moral character, good judgment, and resourcefulness are all required traits;
- Proven experience with and commitment to the principles of quality management;

Originally created 01/74

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