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 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 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. Residency has been waived for recruitment but is required by law to maintain employment.

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 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. He or she provides and coordinates staff services to the Legislature and the various Legislative committees. The duties include but are not limited to:

1. Supervise the implementation of policies as determined by the Tompkins County Legislature;
2. Appoint and remove (subject to consultation with and confirmation by 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. Exercise 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. Oversee the activities of all County departments as authorized by the Tompkins County Legislature;
5. Obtain 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. Work with, and coordinate the activities of, various departments and agencies to efficiently implement the directives of the Tompkins County Legislature;
7. Prepare proposals and make recommendations for the Legislature’s consideration;
8. Supervise the implementation of contracts for services on behalf of the County;
9. Provide 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. Maintain the County's Administrative Policy Manual which defines the operating policies and procedures of the County;
11. Serve as the Freedom of Information Officer for the County;
12. Advise the Legislature on policy and procedural recommendations which will promote economy, efficiency and a high quality service;
13. Oversee the collective bargaining process in county negotiations with organized employee organizations;
14. Administer, promote and implement the county’s initiatives based on a customer focus, data-based decision making, team building, and employee involvement;
15. Provide staff support for some Legislative committees;
16. Execute and enforce 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. Oversee 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;

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