

EXHIBIT "A"

Position Description: Phillips County Administrator

General Position Summary: The County Administrator directs the day- to- day operations of county government. This position shall be appointed by the Board of County Commissioners and shall serve at the pleasure of the Board. Areas of responsibility include, but are not limited to:

- Road and Bridge
- Weed and Pest
- Landfill
- Communication Center
- Human Resources
- Facilities Maintenance

and other areas of County government the board chooses which is statutorily allowable.

Supervision Exercised: Supervises, evaluates, hires and terminates the following positions:

- Road and Bridge Supervisor
- Weed and Pest Supervisor
- Landfill Supervisor
- Communication Center Supervisor
- Manager of Human Services
- Facilities Maintenance Supervisor

Examples of Duties, Tasks and Responsibilities: The following are intended to be illustrative and are not intended to be inclusive.

Implements policies established by the Board of County Commissioners and manage the day-to-day operations of the county government. Monitors and evaluates department head progress on board approved projects, programs and contracts; keeps the Board apprised of progress on a regular basis.

Attends and participates in Board of County Commissioner meetings and other meetings the Board may designate; directs preparation of the Commissioner meeting agenda; provides staff support and research to the Board such as researching subjects or specific areas of concern; develops and recommends policies and procedures and presents the same for the Board’s consideration. Informs the governing board of pertinent items on the agenda that requires their particular attention and concern; provides background data on important matters coming before the governing board.

Oversees and ensures the county’s adherence to all statutory requirements.

Prepares an annual budget for recommendation to the Board of County Commissioners for the fiscal year and submits the same to the Board as required by Colorado State Statutes. Such budget shall include recommended staffing, operating expenses, capital expenditures and revenue sources for all departments and agencies of the county government and other information deemed necessary to justify the recommendations.

Exercises signature authority for personnel, financial and management actions where authorized or where the direct involvement of the Board is not required.

Reviews mail and oversees the development and dissemination of public information; responds to public inquiries, complaints and concerns in a tactful, timely manner.

Represents the governing board at policy meetings with Federal, State and Local officials; acts as county spokesperson in absence of the Board or as directed by the Board.

Assumes administrative responsibilities in areas designated by the governing board or when special projects dictate the need.

Develops and supervises grant applications and awards; monitors expenditures of grants.

Conducts regular staff meetings to review progress, accomplishments, budgets strategies and plans for the county.

Monitors legislation pending in the legislature; secures policy direction from the Board and communicates to legislatures. Act as liaison to congressional lobbyist.

Functions as liaison with county legal counsel on behalf of the county with the Boards approval or when the Boards intentions have been previously established of suits and actions or defenses thereto, in which the county is directly interested and where, in the Administrator's judgement, the interests of the county require prompt action.

Manages, directs and develops systems for the long-range planning and prioritization of projects and programs.

Qualifications:

Education and Experience: Shall have a minimum of five to eight years experience in governmental capacity. Experience with a Colorado County preferred. Must be able to respond to emergency situations 24 hours per day.

Knowledge, Skills and Abilities:

Extensive knowledge of governmental accounting, financial reporting and budgeting.

Extensive knowledge of the principles and techniques of organization, management and Supervision.

Extensive knowledge of the principles, practices and techniques of public administration.

Knowledge of Colorado law as it applies to the operations, functions, policies and procedures of county government.

Extensive skill in the areas of leadership, interpersonal skills and conflict resolution.

Extensive experience in project planning and management.

Developed facilitation and mediation skills.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources.

Well-developed ability to provide effective leadership and coordination in developing solutions, recommending new techniques and supervising staff procedures.

Ability to prepare, present and interpret complex reports.

Ability to express ideas clearly and concisely, orally and in writing.

Well-developed ability to establish and maintain effective working relationships with employees, officials and the public.

Licenses and Certificates: Valid Colorado driver's license and satisfactory driving record.

Physical requirements of Position:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, physical dexterity and mobility is required to perform job duties. Must perform a variety of hand and eye coordination tasks.

General Information: Act as liaison for the Board and interact as needed to accomplish goals and carry out the agenda of the county as directed by the Board of County Commissioners.