



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Director of Administration

**LOCATION:** Administration

**HIRING RANGE:** \$135,890-\$150,989/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*January 2024*

**POSITION TITLE:** Director of Administration

**DEPARTMENT:** Administration

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Provides leadership, high-level analysis, and direction to increase internal services and responsiveness to departments of Finance, Human Resources, and Information Systems in planning and execution of duties. Provides assistance and advice to the County Executive and County Board regarding public policy, budget development, and administrative matters.

### **ESSENTIAL FUNCTIONS:**

1. Oversees operations of the Finance, Human Resources, and Information Technology departments, and makes sure that those departments operate efficiently and effectively in providing service which meets the changing needs of other operating departments.
2. Directs the development, implementation, and administration of the County's programs for purchasing, contract administration, risk management, property and liability insurance, workers' compensation, and general services.

3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides leadership and advice concerning overall direction and management of the County, and ensures coordination among departments.
2. Assists the County Executive in preparation of the annual budget, in setting overall goals and targets for department budgets, and in establishing budgetary priorities.
3. Develops, recommends, and presents proposals for policy changes when needed.
4. Provides support and information to the County Board regarding policy issues.
5. Participates in the County's strategic planning efforts, including long-term financial planning.
6. Reviews agenda items for committee and board meetings and ensures that proper procedures are followed for proposed action items and that appropriate information is provided to committee and board members.
7. Ensures that the County is in compliance with federal and state laws, regulations, and contracting requirements.
8. Ensures that the County Board is provided with robust and pertinent information regarding matters presented for decision.
9. Assists County Board members with specific issues upon request.
10. Ensures continuity of government during transition periods of elected leaders.
11. Handles special projects as needed.
12. Performs other related duties as assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to County Executive.
2. Jointly with the County Executive, supervises Director of Finance, Director of Human Resources, and Director of Information Technology. Supervises Purchasing Manager, Risk Manager, and Administrative Associate IV.
3. Works with all department heads, County Board members, other government agencies, and the general public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree or higher required; a master's degree in Public Administration or another advanced degree in a related field preferred.
2. A minimum of five years, and preferably ten years work experience in state or local government, which preferably includes at least two years' experience at a department head level in county government.
3. A combination of education, training, and experience sufficient to demonstrate the skills necessary to perform the duties of the position may be considered in place of specific degree or experience requirements.
4. Experience in policy development and implementation.
5. Current valid drivers' license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of principles of local government finance.
2. Knowledge of budgeting systems and principles in state or local government.
3. Knowledge of information systems technology, administration, and management.

4. Knowledge of quality improvement and strategic planning processes.
5. Ability to apply logic and reasoning to data and come up with conclusions, corrections and revisions.
6. Ability to work with elected officials and to guide the development of sound public policy through the political process.
7. Ability to establish and maintain effective working relationships with others including subordinates, department heads, elected officials and the general public and press.
8. Strong written and verbal communication skills including listening skills.
9. Knowledge of the laws and regulations applicable to county government operations.
10. Ability to plan, organize, and effectively present ideas, concepts, and recommendations.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.