

TITLE: County Administrator
DEPARTMENT: Administration
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
UNION STATUS: Non-Union
APPROVED: May 16, 2023

I. Position Summary:

The County Administrator, subject to the direction of the County Board, is the chief administrator of Kendall County, Illinois ("County"). The County Administrator manages and provides oversight of County departments, committees, legislative, and fiscal matters. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues, and strategic plan within the daily operations of the County. The Kendall County Board ("County Board") provides administrative direction to the County Administrator.

II. Essential Duties and Responsibilities:

- A.** Primary duty is to manage and provide oversight of County departments in accordance with the County's organizational policies, goals, and budget parameters.
- B.** At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department head is unable to fulfill their essential job duties and, on an interim basis, is responsible for all of the essential job duties set forth in the applicable department head's job description.
- C.** Customarily and regularly directs the work of at least two or more full-time employees.
- D.** Serves as the direct supervisor for all County department heads and the Deputy County Administrator by performing supervisory responsibilities including, but not limited to, the following:
 - 1. Interviewing and selecting assigned department heads and the Deputy County Administrator;
 - 2. Setting and adjusting department heads' and the Deputy County Administrator's rates of pay (within pre-approved budget parameters);
 - 3. Conducting regular performance evaluations of assigned County department heads and the Deputy County Administrator;
 - 4. Appraising assigned department heads' and the Deputy County Administrator's productivity and efficiency;
 - 5. Oversees new hire orientation and training of County department heads and the Deputy County Administrator.
 - 6. Handles both internal and external complaints and grievances related to assigned County department heads and the Deputy County Administrator;
 - 7. Makes all final decisions regarding the hiring, firing, discipline, advancement, promotion, and any other changes of status for all assigned department heads and the Deputy County Administrator; and
 - 8. Updates and revises job descriptions for County department heads and the

Deputy County Administrator.

- E.** Primary duties include the performance of office or non-manual work directly related to the management or general business operations of the County, which duties include, but are not limited to the following:
1. Provides leadership, recommendations, and direction to the County Board and County staff regarding the overall management and general business operations of the County;
 2. Oversees the preparation and submission of the annual Countywide budget to the County Board for approval;
 3. Oversees the creation and implementation of the County Board's Strategic Plan;
 4. Monitors and authorizes expenditures for assigned departments and programs;
 5. Oversees and administers the County's Revolving Loan Fund and other economic development activities including, but not limited to business retention, business attraction, and business growth;
 6. Preserves the confidentiality and security of confidential information including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administration, the County, the County Board, and its committees;
 7. Responds to and addresses the public's concerns regarding the management or general business operations of the County;
 8. Directs the care and custody of all County property and assists with recommendation and implementation of the County's long-term capital improvement plans.
 9. As assigned, negotiates contract terms and monitors contracts for compliance; and
 10. Oversees grant administration for Kendall Area Transit operations.
- F.** 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:
1. Provides administrative support and research assistance to the County Board;
 2. Attends meetings of the County Board, Committee of the Whole, and other County Board committees, as needed, both during and after regular work hours;
 3. Monitors and advises the County Board of the financial status and impending activities impacting or within the County and provides analysis and reports, as needed;
 4. Works to ensure the ordinances and resolutions of the County Board and all applicable state and federal laws and regulations are properly applied and enforced by the appropriate authorities;
 5. Facilitates the communication of information regarding County operations on a regular basis with community groups, representatives from State and local governments, local businesses, the County's lobbyist, employees of the County and elected offices, the County's contractors and agents, the public, and the media.

6. Serves as the County's main point of contact with Federal and State lobbyists;
 7. Assists with the development, research, and implementation of the County's legislative agenda with Federal and State legislators;
 8. Works with all department heads and the County Board's Finance & Budget Committee to ensure the County's annual budget is properly and timely presented to the County Board for adoption;
 9. Coordinates with the County's outside auditor(s) to ensure the annual audited financial statements are presented to the County Board;
 10. Coordinates grant and other funding opportunities with applicable County departments and elected offices.
 11. Coordinates the auditor selection process, as directed by the County Board;
 12. Coordinates with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
 13. Oversees and communicates the status of pertinent issues and projects to the County Board Chair and the County Board;
 14. Coordinates research and acts as lead for special projects as assigned by the County Board;
 15. Furnishes the County Board Chair and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties;
 16. Assists the County Board Chair in preparing the agenda for County Board meetings; makes recommendations to the County Board; follows through on County Board decisions; and makes periodic reports to the County Board.
 17. Represents the County and/or the County Board on intergovernmental commissions, boards, committees, and working groups, as designated by the County Board;
 18. Completes policy research and analysis on behalf of the County;
 19. Assists the County Board in developing, communicating, and implementing the County's future strategic, financial, legislative, and operational plans;
 20. Provides testimony and presents to other governmental entities, commissions, and organizations on the County's behalf, as requested and/or assigned by the County Board Chair and County Board.
 21. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups.
- G.** Travels to, attends, and presents at meetings, conferences, workshops, and training sessions as a representative of the County and/or County Board, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- H.** Serves as a County representative for collective bargaining issues and negotiations as assigned by County Board.
- I.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- J.** Responds to media inquiries regarding or relating to assigned job duties.

- K. Serves as the County's Open Meetings Act designee, as directed by the County Board.
- L. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- M. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- N. Maintains availability outside work hours to respond to emergencies.
- O. Maintains regular attendance and punctuality.
- P. Travel to and from meetings, training, conferences, and other County office locations to perform job duties.
- Q. Performs other duties, as required or assigned by the County Board.

III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

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

B. MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data such as simple forms, tables, graphs, schedules, etc.

C. REASONING ABILITY:

1. Ability to analyze situations to identify problems; to identify sources of obstacles; and to evaluate and develop possible solutions.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
3. Ability to deal with problems involving several concrete variables in standardized situations.

D. OTHER SKILLS, KNOWLEDGE, AND ABILITIES:

1. Strong organization skills and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional, and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skills in operating a personal computer, facsimile machine, and copier.
10. Ability to comply with all County policies and procedures, and to adhere to set standards.

E. EDUCATION AND EXPERIENCE:

1. A minimum of a Bachelor's Degree from an accredited college or university is required. Preferred areas of study are public administration, business administration, public finance, accounting, or related fields.
2. 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, is preferred.
3. A minimum of at least seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

1. Current and valid Driver's License and reliable transportation.
2. Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally lift and/or move up to 40 pounds;
3. Frequently lift and/or move up to 10 pounds;
4. Use hands and fingers to grip, handle, type, write, and feel;
5. Reach, push, and pull with one and/or both hands and arms;
6. Talk and hear in person and via use of telephone;
7. Vision abilities include close and distance vision, depth perception, and the ability to view computer monitors and screens for extended periods of time;
8. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

V. 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 working conditions:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employees may be exposed to stressful situations while working with others to perform assigned job duties.
4. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee