NEW 8-06-95

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: County Administrator	CODE: 08121
	MAJOR AGENCIES: County Commissioners	JURISDICTION: County

FUNCTION: Under administrative direction of county board of commissioners, assists in administration, enforcement & execution of board policies & resolutions, supervises & directs activities of affairs of county government under control/jurisdiction of board, attends board meetings, recommends measures for adoption, prepares & submits reports deemed by board & advises board on financial conditions of county to include preparing & submitting proposed budget for next fiscal year.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	17-23	Assists in administration, enforcement & execution of policies & resolutions of board, recommends measures for adoption to board & directs & supervises activities of affairs of divisions of county government under control/jurisdiction of board (e.g., manages office personnel & activities; ensures timely completion of work assignments; resolves operational problems).	Knowledge of (1) public or business administration, (2) governmental financing, (3) county government & process;* (4) general personnel practices & labor relations, (5) public & human relations; skill in (6) use of personal computer; ability to (7) deal with large number of variables & determine/ recommend specific course of action, (8) prepare & maintain accurate reports & records, (9) establish & maintain effective working relationships with elected officials, co-workers & general public & handle sensitive & routine inquiries. (*)Developed after employment.

MINIMUM CLASS REQUIREMENTS (including license, if any.):

Appointment by board of county commissioners per Section 305.29 of Ohio Revised Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	67-73	Advises board on financial conditions of county & prepares & submits budget for next fiscal year (e.g., coordinates short & long term borrowing; works with bond counsel; researches & recommends financial options; confers with officials regarding revenues & carry-overs; conducts hearings regarding individual departmental budget requests; recommends cost-saving measures; monitors revenue & expenditures to ensure compliance with original budgetary projections).	Knowledge of 1, 2, 3*, 4, 5; skill in 6; ability to 7, 8, 9.
3	7-13	Prepares & submits reports as required by board or as county administrator deems as advisable; performs additional duties as determined by board resolution (e.g., receives & responds to complaints from citizens; serves as liaison between board & other county officials; represents board at public meetings & before various community organizations).	Knowledge of 1, 2, 3*, 4, 5; skill in 6; ability to 7, 9.

(*)Developed after employment.