

Greenlee County is currently accepting applications for the County Administrator position. Salary DOE - exempt position. Minimum requirements: 1) Bachelors Degree in Public or Business Administration, Finance, Law, or related field & 8 to 10 years experience in public sector management; 2) knowledge in public sector principles and practices and human resources management; 3) current employment application on file at the Greenlee County Board of Supervisors Office. Job Description and Applications are available at the Greenlee County Board of Supervisors Office, 253 5th Street, P O Box 908, Clifton, AZ 85533 or www.greenlee.az.gov. Deadline for filing: July 31, 2019. It is the responsibility of the applicant to ensure their application is current.

GREENLEE COUNTY

CLASS CODE: EXEMPT

COUNTY ADMINISTRATOR

NATURE OF WORK

Under the guidance and direction of the Board of Supervisors, performs work of unusual difficulty providing administrative and managerial direction to Greenlee County, Arizona in compliance with county, state, and federal laws.

PRIMARY DUTIES AND RESPONSIBILITIES

Develops and recommends new or revised administrative, management, and fiscal policies and procedures.

Attends Board of Supervisor meetings to receive direction and assignments from the Board of Supervisors in matters regarding the operation of Greenlee County.

Prepares and oversees management reports to present to the Board of Supervisors.

Communicates and provides guidance to Department Directors in the implementation of administrative directives.

Acts as Clerk of the Board of Greenlee County, or acts as supervisor of the Clerk of Board if another is so assigned. Prepares and supervises publication and distribution of Board of Supervisor's agendas and minutes; supervises and participates in specialized clerical work; prepares and publishes Board notices, directives, and resolutions.

Develops, for Board of Supervisor's approval, and administers the County's Annual Budget.

Tracks legislation and prepares reports for the Board of Supervisors, focusing especially on the impact of the proposed legislation on Greenlee County.

Serves as the representative of Greenlee County on various boards, commissions, committees, etc. as directed by the Board of Supervisors.

Serves as a representative of the Board of Supervisors in coordinating government operations with other elected officials and departments.

Acts as a representative for Greenlee County with State and Federal legislative and executive bodies as directed by the Board of Supervisors.

Assists the Board of Supervisors in developing legislative policy decisions.

QUALIFICATIONS

Required Qualifications

Experience: Eight to ten years in an administrative or supervisory role in a related public sector environment.

Education: Minimum of a bachelor's degree in business administration, finance, law, public administration, or a related field.

Valid Arizona driver's license.

The ability to travel as directed by the Board of Supervisors.

Desired Qualifications

Willingness to relocate to Greenlee County, Arizona.

Considerable knowledge of county government, public administration, and human resources.

Knowledge of safety and personnel practices and procedures.

Experience in supervising subordinates, establishing and maintaining good working relationships with co-workers, other agencies, and the public.

Experience in analyzing administrative and fiscal problems and in developing effective solutions.

Experience in drafting and managing effective budgets.