

# COUNTY ADMINISTRATOR

Job Code	Pay Grade
01599	E1

## **Nature of Work**

This is the chief administrative official for Pinellas County Board of County Commissioners. The County Administrator is directly responsible to the Commission for administration and operation of various administrative divisions under the Commission and the execution of all Commission policies. The County Administrator is also responsible to the Commission for the preparation of the county budget, and for control of expenditures throughout the budget year. An employee in this classification is responsible for ensuring compliance with Chapter 129, F.S. for control of county finances and other statutory provisions for the timely preparation and execution of legally adopted county budgets. Pursuant to County Charter, the County Administrator is selected and appointed by the majority vote of the Board of County Commissioners. The County Administrator serves as a full time employee at the pleasure of the Board of County Commissioners. Duties require the exercise of significant independent judgment where consequence of error can be significant.

## **Minimum Qualifications Requirements**

- Bachelor's degree in public or business administration and 7 years progressively responsible experience in municipal or county government work; or
- The Charter further provides that the County Administrator shall be appointed solely on the basis of his/her executive and administrative qualifications.
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference to be given candidates with advanced municipal or county government experience.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Administers and carries out the directives and policies issued by the Board of County Commissioners.
- Selects and employs personnel to fill all vacancies, positions or employment subject to the provisions of county merit or civil service plans; employment of persons in unclassified positions shall be subject to the confirmation of the Board of County Commissioners.
- Supervises all administrative departments, department heads and employees of the Board of County Commissioners; terminates for cause the employment of any administrative employee of the Board. Termination of persons in unclassified positions shall be subject to confirmation of the Board of County Commissioners.
- Confers with representatives of other jurisdictions, developers, private industry, civic and community groups on matters of interest pertaining to Board policies and initiatives.
- Ensures the preparation of the official annual county preliminary tentative and final budgets; oversees the estimates of revenues for fixed dollars budgeting; oversees the compilation of budget requests for appropriations and reviews requests for statutory compliance.
- Performs related work as assigned or required.

## **Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of public administration with particular reference to county administration and management.
- Knowledge of county laws, ordinances, and regulations.
- Knowledge of research methods, techniques, sources of information, and methods of report presentation.

## COUNTY ADMINISTRATOR (continued)

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### Knowledge, Skills, and Abilities (continued)

- Ability to apply computer applications and software.
- Ability to explain and interpret county ordinances, rules, regulations and policies to individuals and groups.
- Ability to plan, formulate and execute policies and programs.
- Ability to apply administrative concepts and methods to different organizational situations and needs.
- Ability to analyze a variety of administrative, operational, and fiscal problems and to make sound recommendations for solution.
- Ability to express ideas effectively, both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Pinellas County's Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.

For official use only

Revised	EEOC Code	Overtime Code
8/10	Officials & Managers	Exempt