

POSITION DESCRIPTION		1. Position Control # 101	2. Department, Division and Unit (if applicable) County Administration
3. Name of Employee Josh Smith		4. Unit, Work Address Rock County Courthouse 51 S. Main Street, Janesville	
5. Classification Title of Position County Administrator		7. Name and Class of Former Incumbent Craig Knutson	
6. Class Title Option (to be filled out by Human Resources)		9. Name and Class of Employees Performing Similar Duties	
8. Department Working Title of Position County Administrator		11. From Approximately What Date Has The Employee Performed the Work Described Below? 1984	
10. Name and Class of First-Line Supervisor County Board			
12. Does This Position Supervise Subordinate Employees in Permanent Positions?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13. Position Summary - Please Describe Below the Major Goals of This Position The County Administrator serves as the chief administrative officer of the county and is responsible for insuring that state and federal law as well as county ordinances are observed and enforced if the law or ordinance is subject to enforcement by the county administrator. The County Administrator coordinates and directs all administrative and management functions of the county government not otherwise vested by law in other elected officers. The County Administrator appoints and supervises all non-elected department heads, prepares and presents the County Budget, and oversees the day-to-day administration of county government. The County Administrator attends County Board and committee meetings to provide staff support, insures the County is a safe place to work and has a diverse workforce and resolves issues brought forward by citizens. The County Administrator facilitates intergovernmental relations at the federal state and local level and speaks for the County as necessary. In addition, the County Administrator does organizational problem solving, strategic planning and strives to meet the County's mission statement.			
14. Describe the Goals and Worker Activities of this Position - Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal. - Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)			
Time %	Priority	Goals / Worker Activities	
25%	A	Oversees the day-to-day administration of County government. 1. Facilitates interdepartmental cooperation and coordination within County government. 2. Problem solves with department heads and managers. 3. Approves various personnel actions subject to any required County Board approval. 4. Monitors and provides direction for the County's insurance programs. 5. Monitors the County's fiscal condition on an ongoing basis. 6. Provides direction for the planning for and issuance of debt.	

Time %	Priority	Goals / Worker Activities
20%	B	<p>Prepares and presents the annual County budget.</p> <ol style="list-style-type: none"> 1. Sets budgeting guidelines and instructions for budget requests. 2. Confers with department administrators on programs and service levels for inclusion in the recommended budget. 3. Gives direction to staff on the design and preparation of the recommended budget. 4. Presents the annual Recommended Budget to the County Board and answers questions at committee and County Board meetings regarding the Recommended Budget. 5. Administers the County Budget as adopted by the County Board.
15%	C	<p>Appoints and supervises non-elected Department Heads and County Administrator staff.</p> <ol style="list-style-type: none"> 1. Appoints, supervises and removes all non-elected Department Heads subject to the provisions of Personnel Ordinance Section 18.107. 2. Negotiates terms of employment for Department Heads before submission through the governing committee to the County Board for approval. 3. Complete annual performance evaluations for non-elected department heads and County Administrator staff. 4. Applies appropriate disciplinary actions to subordinate employees.
20%	D	<p>Attends County Board and committee meetings in a staff support role.</p> <ol style="list-style-type: none"> 1. Makes the County Board and committees aware of issues which must be addressed and makes recommendations. 2. Assembles the County Board agenda in consultation with the County Board Chair and Vice Chair and follows up with appropriate administrative actions. 3. Works with various Board committees to formulate recommendations to the County Board. 4. Places an Administrative Note on all resolutions going to committee and the County Board. 5. Approves the Personnel Ordinance prior to submission to the County Board Staff Committee and the County Board. 6. Responds to Supervisor questions and requests.
20%	E	<p>Miscellaneous assignments.</p> <ol style="list-style-type: none"> 1. Supervises the tracking of legislative initiatives that impact Rock County. 2. Contacts the Governor and legislators regarding the impact of legislation on Rock County. 3. Testifies at legislative hearings. 4. Takes action to diversify the County workforce. 5. Insures the County has an active safety program. 6. Represent the County at various meetings, conferences, events and in the press. 7. Develop and maintain good working relationships with other local officials and governments. 8. Insure the County has an active and effective economic development program.

Time %	Priority	Goals / Worker Activities

15. Knowledge, Skills and Abilities (KSAs)

- Knowledge of organizational management, operations, research, budgeting techniques, governmental organization in Wisconsin and public administration.
- Knowledge of procedures analysis, work simplification, staff utilization, program evaluation and development.
- Knowledge of principles and practices of fiscal administration.
- Ability to prepare comprehensive reports and to present facts clearly and concisely orally and in writing.
- Skill in quantitative analysis and writing skills at the master's degree level.
- Ability to problem solve, quantitatively and qualitatively define problems and find solutions.
- Ability to distinguish administration from policy, work with others, prioritize duties, multi task, work under deadlines, and be flexible and adaptive.
- Ability to establish and maintain effective working relationships with co-worker's, elected officials including County Board Supervisors, state and federal officials, department heads, and the general public.
- Ability to understand each persons' culture and individual beliefs and to act accordingly, with respect and support for their dignity.
- Experience in performing varied organizational activities and management evaluations and improvement activities or related experience.

16. Job Requirements

Graduation from an accredited college or university preferably supplemented by an advanced degree in public administration plus three to five years experience in managing a governmental organization or an equivalent combination of training and experience.

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Physical performing elements

- Lifting and carrying ten pounds often, occasionally move boxes of files 20-30 pounds.

Equipment Use

- Ability to use a computer and computer keyboard.
- Ability to use telephone and office equipment continuously.

Working conditions

- Ability to sit, stand and walk for periods of time.
- Almost all indoor work.
- Valid drivers license and ability to be able to attend meetings throughout the County.

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)

Is this position "essential to operations?" Yes No

19. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

a. The supervision, direction and review of the work of this position by the supervisor is close general minimal

b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor _____ Date _____

20. Updated Form - To be completed by the first-line supervisor of this position.

The most recent update to this position description was done on 5/12/14, and an electronic copy of the form was sent to the HR Department.

21. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee _____ Date _____

22. Signature of Human Resources Manager _____ Date _____

23. Distribute Copies of Signed Form to:

Human Resources Personnel File Employee Department File