



## **County Administrator**

**Category:** Exempt  
**Job Code:** 01599

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in public or business administration and seven (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.

**Special Qualifications (May be required depending on area of assignment):**

- 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.

**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;
- 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;

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.