



Job Description

County Coordinator – Coordinator’s Department

No Screen**Job Title:** County Coordinator**Department:** Coordinator**Classification:** Grade 48 (Non-contract)**FLSA Status:** Exempt**Position Description:**

Performs complex executive and administrative work in planning, directing, and coordinating the policies and/or directives of the Hubbard County Board to ensure uniform administration within and among the various departments, and related work as apparent or assigned. Work is performed under the general direction of the County Board of Commissioners.

Supervisor’s Job Title: Direct – County Board**Total # of full time equivalents with job title that reports directly to this position:**

1 Assistant Coordinator

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor’s degree (must attach transcript) in Public Administration or Business Administration with emphasis in Finance and Human Resource Management with five (5) years experience in County or City Administration
OR, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as listed below.
- 1 year education (must attach transcript) and/or work experience with Microsoft Word and Excel.
- Valid driver’s license and reliable means of transportation.
- M.S. §197.46(d) Veterans Preference Act: The head of a department is not entitled to Veterans Preference Points. The County Coordinator is a head of a department and Veterans Preference Points will NOT be credited in the hiring of a County Coordinator.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge:

- the principles and practices of public administration
- local government finance practices including budgeting and strategic planning
- the laws, ordinances and regulations underlying county government
- strong working knowledge of PC office applications, including but not limited to Word and Excel
- strong working knowledge of human resources administration to include generally accepted compensation principles and employee benefits administration

Skills:

- Establish and maintain effective working relationships with department heads, elected officials and the general public.
- Communicate effectively in oral, written and graphic presentation.

Abilities:

- Ability to write clear and concise reports, memoranda, directives and letters;



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- Ability to analyze complex problems and develop comprehensive plans from general instructions;
- Ability to meet the public and to discuss problems and complaints;
- Ability to plan and direct the work of a large workforce;

Preferred Qualifications:

- Work experience in the public sector.
- Work experience developing and administering a multi-layer budget.
- Work experience in labor management relations (from an administration side).

ESSENTIAL DUTIES OF THE POSITION: (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY</u>
<ul style="list-style-type: none"> • Carries out all ordinances, policies, resolutions, and orders of the Board and all laws of the State required to be enforced through the County Board. 	5%
<ul style="list-style-type: none"> • Acts as agent of the County Board to establish open communications and strive for cooperative working relationships with appointed and elected department leaders and facilitate short and long-term planning efforts of the Board, including strategic and capital improvement initiatives. 	35%
<ul style="list-style-type: none"> • Serves as Clerk of the Board and prepares all Board meeting agendas, complete with time schedule, issues and background information. Attends all County Board meetings and oversees recording of minutes. Monitors the actions of the County Board to ensure compliance with Board decisions and polices. 	25%
<ul style="list-style-type: none"> • Conducts truth in taxation hearings in conjunction with the County Auditor/Treasurer. 	1%
<ul style="list-style-type: none"> • Facilitates the annual county budget development. Works with the Auditor/Treasurer and department managers in the development of budget goals and the countywide budgeting processes; provides help with the informational and planning portions as well as the design of the program budget format. Actively participates in bond issues. 	5%
<ul style="list-style-type: none"> • Prepares and administers a departmental budget, including grant budgets if applicable; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls departmental expenditures. 	1%
<ul style="list-style-type: none"> • Act as chief labor negotiator for the County and presents proposals in bargaining sessions and mediation; and interprets labor contracts. 	10%
<ul style="list-style-type: none"> • Develops interagency contacts necessary to stay abreast of developments that affect the County; represents the County at local, regional, state or national meetings; attends professional meetings and keeps informed of developments in County government operation and management; advises the Commissioners on changes in statutes and regulations. 	1%
<ul style="list-style-type: none"> • Serves as Public Information Officer for the Board responding to inquires of constituents and commissioners via written correspondence, memoranda, and reports on behalf of the County Board. 	5%
<ul style="list-style-type: none"> • Assists in the hiring process for leadership positions, participates in the panel, and corresponds with applicants on behalf of the Board with Board approval or participation. 	1%
<ul style="list-style-type: none"> • Administers Media Information Systems (MIS) programming in conjunction with staff, department heads and County Technology Committee. 	1%
<ul style="list-style-type: none"> • Performs other duties as directed by the Board. 	10%



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PHYSICAL REQUIREMENTS:

Positions in this class typically require: sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and receive detailed information through oral communications and/or to make distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (06/21/2016)