

Job Title: County Administrator & Human Resource Director
Department: County Administration
Classification: Grade 22
Reports to: County Board of Commissioners
Supervises: Yes
FLSA Status: Exempt
Normal business hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for directing and managing the overall operations, departments, and personnel who are directly accountable to the Morrison County Board of Commissioners in conformance with Minnesota Statute 375A.06. The Administrator shall ensure compliance with all County Board directives, policies and procedures; shall coordinate the various activities of the County; and shall unify the management of its affairs.

Communicates with:

Internally – All staff.

Externally – Vendors, government agencies, and public.

Supervision:

12 Direct Reports including 6 Department Heads and 300+ indirect reports

Telecommute:

Supervisory discretion

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations and decisions.
- Directs and manages the fiscal position of the County budget and planning. Monitors performance, research potential sources, executes plans, makes recommendations, and coordinates long-term plans for capital improvements and operations.
- Oversee human resource functions for the organization. Manage and evaluate appointed directors, work closely with elected officials to provide direction, and ensure responsibilities are carried out. Recommend strategies, promote positive environment and awareness of goals, objectives, and current events. Keep abreast of legislative changes and provide advice.
- Oversee safety maintenance, compliance of regulations and related law. Review, and recommend on county liabilities, property, and other insurances.
- Direct and oversee Custodial, Maintenance and License Bureau functions.
- Responsible for Data Practices compliance & representing the County on any legal matters. Represent Morrison County in various organizations. Lead projects as assigned by County Board.
- Leads labor negotiations and supervises the administration of bargaining agreements, personnel policies, and applicable law. Apply research to planning, make projections and consult legal counsel when applicable.
- Acts as Clerk to the County Board. Responsible for agenda & minutes creation. Responsible for compliance to adherence to state and federal law. Projects & develops policy/procedures for Board adoption. Represents the Board in the media, at public meetings in with interest groups. Serves as liaison between County Board, staff, and external organizations for various reasons.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires advanced education equivalent to a technical/administrative master's degree or specialist certification in a technical field.
- Over five (5) years of experience required, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Complete understanding of the organization's goals and objectives.
- Excellent interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Up to 25 pounds of force)		X		
Challenging or threatening behaviors	X			
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____