

COUNTY OF BRISTOL
NOTICE OF POSITION VACANCY

TITLE: County Administrator

SALARY: Negotiable

GENERAL STATEMENT OF DUTIES: The County Administrator is the executive secretary of the County Commissioners and the chief administrative officer for supervising all personnel and activities coming under the direct jurisdiction of the Commissioners. The Administrator is appointed by and serves at the discretion of the Commissioners. For a more comprehensive listing of duties, please see the Job Description.

SUPERVISION RECEIVED: Reports directly to the County Commissioners and works with the supervision of the Commissioners collectively and individually.

SUPERVISION EXERCISED: Provides working supervision over the Commissioners' Office staff and all other employees under the direct jurisdiction of the Commissioners.

QUALIFICATIONS: The County Administrator shall be a professionally qualified person of proven ability who has had substantial involvement with federal, state, municipal or regional government and is appropriately fitted by education, training, and previous experience in a responsible administrative position to perform the duties of the office. The County Administrator shall possess a bachelor's degree, plus five years federal, state, municipal, county, or other regional government administrative experience, or the equivalent combination of education and experience.

Letters of interest and resumes will be accepted until noon (12:00 p.m.) Tuesday, February 28, 2017 in the Office of the Bristol County Commissioners. Attn: County Administrator Jaye Cioper, 9 Court St., Room 48, Taunton, MA 02780. For job description please visit the County's website at: Countyofbristol.net. The County of Bristol is an equal opportunity employer.

Posted: County website

**JOB DESCRIPTION
COUNTY ADMINISTRATOR
COUNTY OF BRISTOL**

GENERAL STATEMENT OF DUTIES: The County Administrator is the executive and confidential secretary of the County Commissioners and the chief administrative officer for supervising all personnel and activities coming under the direct jurisdiction of the Commissioners. The administrator is appointed by and serves at the discretion and direction of the Bristol County Commissioners.

QUALIFICATIONS: The Administrator shall be a professionally qualified person of proven ability who has had substantial involvement with federal, state, or municipal, county, or other regional government and is appropriately fitted by education, training, and previous experience in a responsible administrative position to perform the duties of the office. The County Administrator shall possess a bachelor's degree, plus five years federal, state, or municipal administrative experience or the equivalent combination of education and experience.

LINE OF RESPONSIBILITY: Reports directly to the County Commissioners and works in conjunction with them and at the direction of the Commissioners collectively and individually, while respecting the role of the Commissioners as elected officials.

SUPERVISION RECEIVED: Reports directly to the County Commissioners and works with their supervision while respecting the role of the Commissioners collectively and individually.

SUPERVISION EXERCISED: Provides working supervision over the Commissioners' Office staff and all other employees under the direct jurisdiction of the Commissioners, including the County Commissioners office, custodial staff, and the print shop.

EXAMPLE OF DUTIES:

- ⑩ Responsible to the Commissioners for the proper administration of all County functions and operations that the Commissioners have the authority to control.
- ⑩ Responsible for supervision, either directly or through department managers, of all employees under the direct jurisdiction of the County Commissioners.
- ⑩ Responsible for supervision of all facilities and property under the jurisdiction of the County Commissioners.
- ⑩ Responsible for the preparation and administration of the annual budget as adopted and approved, and for submission of supplementary recommendations as needed.
- ⑩ Attends all meetings and hearings, prepares the agendas, records minutes and provides the written Minutes to the Commissioners. Prepares all votes, and disperse to proper vendors and County departments.
- ⑩ Handles all the County Commissioners' correspondence, telephone calls, electronic

communications, and reports including working with the Massachusetts Trial Court on the space leased and made use of by that Department.

- ⑩ Preparation of the county budget each fiscal year, including working with the department heads and the Treasurer's office and review of the individual budgets of all departments as well as the three Registry of Deeds within Bristol County.
- ⑩ Works closely with department heads on budget related matters not only in formulating each annual budget but also in the functioning of the actual budget itself during the fiscal year and at all other times.
- ⑩ Reviews with the County Commissioners and with the department heads financial statements and reports the status to the County Commissioners.
- ⑩ Shall report to the County Commissioners on a monthly basis on expenditures from the budget on a line item-by-line item basis so that the Commissioners will be at all times aware of the expenditures and the status of the budget throughout the fiscal year.
- ⑩ Responsible for producing an annual report on the affairs and finances of the County and publishing it for public convenience, including on the County's website, in accordance with Massachusetts General Laws Chapter 35, Section 27.
- ⑩ Shall work closely with the Chairman of the County Advisory Board, setting up annual meetings, providing the budget to the members of the Advisory Board, and otherwise interacting with both the Chairman and the Advisory Board on County matters.
- ⑩ Shall attend meetings of the Bristol County Advisory Board and record minutes of its meetings, as well as prepare all necessary documentation including minutes, votes and all other documents necessary for such meetings.
- ⑩ Shall act as liaison for and represent the Commissioners with the Advisory Board, the County's communities, the General Court and state and federal agencies on County matters.
- ⑩ Shall act as the County's liaison with the National Association of Counties (NACO) and other such like affiliated organizations which responsibilities shall include applying for grants not only with NACO but with any other entity including all public agencies and other levels of government in order to obtain grants for the County.
- ⑩ Responsible for the tracking of employees' sick, vacation, personal, or any other leave, and for the submission of payroll records for all County Employees under the direct jurisdiction of the Commissioners to the County Treasurer.
- ⑩ Responsible for compiling reports of workmen's compensation injuries or other injuries on the job and otherwise, including processing of workmen's compensation cases with the assistance of the County's attorney.
- ⑩ Responsible for scheduling physicals for all new county employees, distribute employee

benefits packages and maintain properly completed forms on file for new and current employees as well as keeping the County Commissioners informed of the attendance of, physical ability, and other matters concerning County employees.

- ⑩ Responsible for the daily supervision of employees including receiving reports from the Director of Facilities on attendance and assisting with labor negotiations as determined and directed by the County Commissioners.
- ⑩ Responsible for the processing of payroll and all employee related records, including maintaining personnel file on all employees directly under the supervision of the County Commissioners.
- ⑩ Responsible to prepare salary charts and maintain personnel records and personnel files for all non-union employees under the direct supervision of the County Commissioners.
- ⑩ Shall have a knowledge of collective bargaining including the county's union contracts and duties shall include scheduling, attending, and otherwise participating in negotiating with collective bargaining units.
- ⑩ Completes miscellaneous questionnaires and reports [ie. Equal Employment Opportunity Report, State Ethics Commission Reports (SFI), Worker's Compensation, OSHA, Print Shop Sales Tax], required by governmental agencies including state, federal and others which are necessary.
- ⑩ Responsible to back-up the County's Benefits Coordinator and to know the essentials of that position so that Administrator may assist the Benefits Coordinator.
- ⑩ Responsible to have a general knowledge of all insurance related matters concerning the County including coverages, helping prepare proposals and reviewing submissions and attending any meetings necessary with insurers or concerning any claim or otherwise.
- ⑩ Bristol County has no purchasing department. Purchasing is handled in the County Commissioners Office. The Administrator is responsible for purchasing/sales throughout the County and to see that the proper bidding procedures are followed by all Department Heads, including having a knowledge of M.G.L. Chapters 30B.
- ⑩ Work with and assist the Commonwealth of Massachusetts including its Trial Court Division, Division of Capital Planning and Operations and any and all other state agencies concerning rentals, lease agreements, and all other work necessary with state agencies involved with the use of the County's buildings.
- ⑩ Prepare Quarterly Sales Tax for Print Shop as well as other documentation and filings needed for the print shop.
- ⑩ Review and approve all invoices and documents from Print Shop and assist the Print Shop in all orders as needed.

- ⑩ Knowledge of the computer system in the County Commissioner's Office and implementation of programs for the office work. Responsible for the updating and imputing information into the Bristol County Commissioner's website including meetings, job postings and all other matters related to the website.
- ⑩ Familiar with the County's General Ledger System – MUNIS, as well as working with MUNIS or other program required for the operation of the business.
- ⑩ Prepare schedule and votes of election of County Commissioners, County Treasurer and Register's of Deed.
- ⑩ Maintain and follow-up on all legislation related to county government and in particular Bristol County, and in keeping the Commissioners informed of all proposed and actual litigation, its status, and other relations with the Massachusetts General Court.
- ⑩ Schedule use of courthouse facilities by outside organizations.
- ⑩ Any other work as directed by County Commissioners.