

Position Title: Administrative Coordinator

FLSA Status: Exempt

Reports to: General Government Committee

Pay Grade: Y

Department: Administration

## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

The Administrative Coordinator assumes the duties, responsibilities, and authority of the in accordance with Wis. Statutes 59.19 and is appointed by majority vote of the Vernon County Board of Supervisors. The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers. The position works under the direction of and is responsible to the Vernon County Board.

## II. Essential Duties and Responsibilities

- Provide direct supervision and oversight to county departments by:
  - Providing direct supervision to department heads, except those elected by the citizens of Vernon County
  - In collaboration with home committee(s), conducting interviews and appointments (subject to confirmation by the County Board of Supervisors), of department heads
  - Making recommendations to the County Board or Chair of the Board on the appointment of persons to positions for which the Board or the Chair is the appointing authority
  - Mentoring, coaching, and/or training of appointed department heads
  - Responsible for evaluating department heads and their performance as annually, with home committee input
  - Administers appropriate and timely discipline through county processes when necessary for all appointed department heads
  - Serves as a role model for all County employees and meets or exceeds all requirements or expectations of County employees.
- Provide consultation and support to assist the County Board in making informed decisions regarding operations and key policy matters by:

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

- Analyzing existing and pending legislation as it affects Vernon County and making recommendations
- Overseeing the structure and organization of County departments and making recommendations for strategic improvements to the County Board as necessary
- Attending all meetings of the County Board, except when excused; advising and making recommendations to the County Board on matters within the position's administrative authority; presenting to the County Board all data pertaining to the responsibilities of the County Board and all needs of business which come to their attention
- Preparing and presenting reports, studies, data, and research as the County Board and committees may require concerning county government operations, including an annual report on the state of the County
- Recommending adoption of new or revised ordinances, orders, and resolutions to promote the public interest and improve County services and operations
- Assisting with the preparation of meeting agendas, resolutions, and ordinances
- Attending committee meetings and providing direction and input as necessary
- Responsible for directing and supporting the Finance Manager with the coordination, preparation, submission, and administration of an annual county budget by:
  - Establishing procedures, format, and priorities in preparation of the annual budget
  - Providing department heads with information regarding the process, forms, and timeline
  - Developing and presenting annual Administration office budget
  - Attending budget review committee meetings, individual department budget review meetings, and other budget meetings as necessary
  - Conducting budget meetings on functional group and departmental budget requests with the Finance Committee, presenting and advocating committee recommendations
  - In collaboration with Finance Manager, present and prepare final budget for approval to County Board of Supervisors
- Responsible for public relations affairs for the County and the County Board by:
  - Receiving complaints concerning county operations and referring them to the appropriate committee or department head

- Conducting investigations, studies, and surveys as appropriate or directed and reports findings to the appropriate parties
- Negotiating and signing contracts within the approved budget on behalf of the County Board with guidance from Corporation Counsel, including intergovernmental contracts, partnerships, and operational goods & services
- Act as the principal liaison between the County Board and all other departments, boards, and commissions by:
  - Inviting other local units of government in the County to cooperate and collaborate with the County Board through the establishment of joint committees, and other arrangements
  - Coordinating County and County special district functions with federal, state, and other county, municipal or special district functions as necessary

### III. Related Job Functions

- In this public service position, employee is required to be courteous, cooperative and respectful at all times, with the public and clients. Also establishes and maintains a courteous, cooperative and respectful working relationship with other employees, supervisors and public officials.
- Takes the initiative to propose to the County Board such actions as will contribute to efficiency, productivity, and overall improvement of County operations.
- Exercises vision and creativity in approaches to County planning, coordination and problem solving.
- Executes the orders of the County Board and supervises compliance thereof.
- Attends meetings when necessary or appropriate or as requested.
- Serves as resource person to the County Board and Committees and shall prepare material or data as requested for public hearings, investigative reports, etc.
- Creates an atmosphere that builds positive, professional and business-like relationships.
- Builds trust and image of Vernon County with other units of government.
- May serve as an interim department head or provide support and guidance for department heads in challenging situations.
- Other duties as assigned or required by law or under the direction of the Vernon County Board of Supervisors.

#### IV. Physical Demands

40% -Sits at desk, uses hearing, near vision and fingering while using computer or other office machines. 60% - moves around office and to other buildings and offices; 50% - Talks to public, consumers of services, department staff and county officials. 50% -Handles papers and manuals, equipment, resources and other items weighing up to 25 pounds. 30% of time is spent standing, moving, and reaching in order to perform filing or other tasks, lifting and moving items, presenting information and materials. 20% of time may be spent driving to other locations and offices. Involves minimal potential and/or direct exposure to blood or body fluids. This position's salary is based on working a minimum of 40 hours per week.

#### V. Education and Training Requirements

The Administrative Coordinator shall be appointed based on qualifications including educational background, work experience and demonstrated performance and the County Board shall give due regard to special skills and abilities necessary for the position. This is the key administrative position requiring particular expertise, initiative, creativity, communication skills, vision, leadership and team building ability. Only those qualified and consistently demonstrating the ability to perform the duties of this key office, shall be eligible for hire or to remain in office. A successful candidate will have a strong financial background with a proven track record in strategic planning and priority based budgeting/strong understanding of different government funding sources, personnel management, and can collaborate across the organization while building and leading large teams in a positive manner.

Requires graduation from an accredited college or university with a bachelor's or advanced degree in Public Administration, Business Administration, or related field of study; supplemented by a minimum of five (5) years of experience in responsible executive administrative positions, preferably in local or State government. If the applicant has a minimum of two (2) years of academic study beyond high school and lacks a bachelor degree in an acceptable field, the candidate shall have had at least ten (10) years of responsible administrative experience; or, an acceptable equivalent combination of training and experience.

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