



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Job Opening County Administrator Schuyler County

LAST DATE TO FILE: Applications must be received in the Civil Service by December 1, 2023, by 4:30pm.

SALARY: \$112,646 – \$154,889 dependent on experience with excellent benefit package which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

HOW TO APPLY: All candidates must submit a Civil Service application, along with a resume, and three (3) professional references. Information must be submitted to: Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 by the established deadline.

VACANCY: At the present time, there is one full-time opening for a County Administrator. The term of office for the County Administrator shall commence on the date of appointment and expire on December 31 of the year following. Subsequent terms of office shall be for four (4) years.

RESIDENCY REQUIREMENT: The successful candidate need not be a resident of Schuyler County at the time of hire but shall become so within ninety days of appointment and remain so during the term of employment.

JOB DESCRIPTION: This is a chief administrative position involving responsibility for the overall administration of County government under the direction of the County Legislature. The County Administrator will act as Budget Officer for the County, oversee day-to-day departmental operations to carry out the directives of the County Legislature efficiently, economically and effectively, as well as assist the County Legislature with short and long-term capital and fiscal planning.

TYPICAL WORK ACTIVITIES:

- Execute and enforce, as authorized by the County Legislature, all applicable laws, legalizing acts, ordinances, and resolutions of the County Legislature and all other acts required by operation of law;
- Ensure efficient and effective operation of all County departments and offices, and recommend such changes in personnel, finances and structures as deemed necessary to meet this objective;
- Supervise all Department Heads who are not elected officials, with the exception of the County Attorney and Clerk of the Legislature, in order to assure the implementation of legislative policies and procedures, with a particular emphasis on the provision of consistent and fair departmental goals, objectives, staffing practices and operations in accordance with established policies;
- Attend meetings of the County Legislature, its committees, and such meetings as the Legislature may direct and recommend such policies and measures they may deem appropriate;
- Serve as County Budget Officer, in conjunction with the County's Treasurer/Chief Financial Officer, and review proposed department and office budgets collaboratively with Department Heads and make recommendations for expenditures to be in the County budget, and monitor expenditures throughout the year;
- Coordinate the preparation of multi-department policies and shall, where necessary, make recommendation to the County Legislature and shall implement necessary administrative policies as may be required to carry out the policies established by the County Legislature;
- Perform those specific tasks directed to be performed by the County Administrator by the Legislature through majority vote of a Standing Committee. The County Administrator shall not perform specific tasks requested by any individual Legislator or group of Legislators;
- Represent the County and the Legislature in the Schuyler County community;
- Participate in discussions and planning as related to economic development;

- Participate when requested by a member of the County Legislature in discussions of issues being considered by the Legislature at its meetings;
- Assist all department heads in the initiation and preparation of grant requests and recommend the disposition of each to the Legislature, paying particular attention to anything that will require the County to make an additional expenditure or items that will cause conflicts between the several departments or with existing Legislative policies and procedures;
- Have the administrative responsibility of approving the organization and staffing within any specific department, or agency or operation subject to the County Administrator's direct administrative control and shall have administrative control of other temporary assignments with the same department, agency, or operation or from one department, agency, or operation to another;
- Participate as authorized by the County Legislature in the conduct of collective bargaining negotiations with employees;
- Exercise general supervision over all County institutions and agencies, except as otherwise required by law, coordinate the various administrative activities of the county, and unify the management of its affairs or cause all such responsibilities to be executed and performed through the Department Heads;
- Provide the Legislature with data and analyses that they need for policy consideration, including collective bargaining.
- Sit as a member of the management team in all collective bargaining activities.
- Formulate data that will measure the impact of Legislative proposals and decisions on the tax base and economic development goals established by the Legislature.
- Aid the Legislature in evaluating proposals and make recommendations concerning same.
- Advise the Legislature in developing policies and procedures promoting economy and efficiency in government.
- Undertake administrative and management studies and make recommendations regarding the results thereof to the Legislature.
- Act as liaison between the Legislature and political subdivisions, state and federal officials and agencies.
- In consultation with the Chairman of the Legislature and County Attorney, determine what officer shall perform a duty not clearly defined or specified by law.
- Have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon the County Administrator by resolution of the County Legislature or applicable law.

MINIMUM QUALIFICATIONS:

The County Administrator shall have the qualifications set forth in Section 3 of the Public Officer's Law, except that, at the time of his/her appointment the County Administrator need not be a resident of Schuyler County but shall become a resident of Schuyler County within ninety (90) days of his/her taking office, and thereafter shall remain a resident of Schuyler County during their tenure of office.

In addition to the above qualifications, the County Administrator shall meet or exceed the following qualifications:

- (a) Possess an Associate's Degree from an accredited college or university and have ten years satisfactory paid full time responsible executive management experience in a private or public business or industrial enterprise, **or**
- (b) Possess a Bachelor's Degree from an accredited college or university and have eight years satisfactory paid full time responsible executive management experience in a private or public business or industrial enterprise, **or**
- (c) Possess a Master's Degree from an accredited college or university and have six years of satisfactory paid full time responsible executive management experience in a private or public business or industrial enterprise, **or**
- (d) Possess a Master's Degree in Public Administration or Business Administration from an accredited college or university and have four years of satisfactory paid full time responsible executive management experience in a private or public business or industrial enterprise.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Applications and announcements are available at www.schuylercounty.us or at the Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: November 14, 2023