

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of COUNTY ADMINISTRATOR.

DUTIES: See attached job description

QUALIFICATIONS: Master's degree in business or public administration or closely related field with specialization in finance and/or management. Requires 3 to 5 years of relevant government experience, preferably with a governmental entity of size similar to Delta County.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: \$90,000-100,000 Depending on experience and qualifications PLUS BENEFIT PACKAGE (medical, vision, dental, life insurance, retirement and more)

Candidates for this position should submit the application form, cover letter, resume, and transcript.

This position is open until filled.

Applications for the position of COUNTY ADMINISTRATOR will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website [deltacountymi.gov](http://deltacountymi.gov).

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

JOB DESCRIPTION  
COUNTY ADMINISTRATOR

Title: County Administrator  
Classification: Non-Union, Exempt, At Will  
Department: Administration  
Reports To: County Board of Commissioners  
Supervised By: none  
Revision Date: 5-6-25

**GENERAL PURPOSE**

Works under the direction of the Board of Commissioners, carries out directives and policies of the Board, and when directed, serves as spokesperson of the board.  
Works with all County Departments/Activities to promote efficient implementation of Board policies and/or statutory responsibilities, especially in the areas of:  
finance; project management, community relations, legislation, law, and personnel.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Administration/Project Management:**

Assists the Board of Commissioners in carrying out County policies; assists board members in developing new policy or revising current policy as deemed appropriate by the Board.

Serves as Project Manager on initiatives to improve the county government's impact on the community, including partnering on initiatives with elected County Officers.

Responsible for establishment of regular staff meetings with department heads to formulate goals and objectives.

Attends all Board of Commissioners, Personnel Committee, Finance Committee, IT Committee, and Building and Grounds Committee meetings as a part of the normal work schedule.

Handles day-to-day administrative matters under the direction of the Board of Commissioners and in accordance with County policy.

Actively pursues alternate financing sources such as grant monies. Assures grant or other financial request applications are properly and timely filed when such filings are available.

Acts as the county's FOIA Coordinator.

**Community Relations:**

Serves as coordinator, negotiator, and spokesperson for the Board of

Commissioners, under the direction and control of the Board, in all matters not addressed previously, including confidential executive session type matters.

Drafts press releases and coordinates with the media on behalf of the Board of Commissioners

Participates in community events and in active promotion of Delta County.

**Personnel:**

Supervises the IT Director, Administrative Assistant/Board Secretary, Accountant/Payroll Clerk, Building and Zoning Administrator, Maintenance Director, Controller, Emergency Management Coordinator, Parks Manager, Equalization Director.

Coordinates implementation of County personnel policies; assists department heads in personnel matters such as employee reviews, salary structure, hiring and termination procedures, disciplinary actions, and grievances.

Negotiates and works in conjunction with the Board of Commissioners appointed labor negotiators in contract negotiations.

Responsible for employee benefit programs including insurances, pensions, and other benefits. Ensures all reports are filed in a timely manner.

**Finance:**

Serves as Chief Financial Officer of the County and is responsible for the presentation of the budget to the County Board of Commissioners.

Works with controller, departmental accounting personnel, and department heads to provide timely and accurate financial statements, operating budgets, and budget comparisons.

Serves as coordinator between Controller and Board of Commissioners in selecting independent auditors to provide efficient and cost effective audit services.

Monitors financial laws and regulations that impact the County. Coordinates efforts of affected personnel to assure compliance and serves as liaison with Michigan Department of Treasury relative to laws and regulations in this area.

Assures filing of all required financial reports with outside authorities including, but not limited to, census reports, Federal Revenue Sharing reports, filings with Department of Treasury, and reports for the bond council.

Coordinates purchasing and budget monitoring with all County personnel.

**Legislation:**

Works with the Board of Commissioners to create an annual legislative action plan.

Lobbies to State and Federal Legislators on behalf of the Board of Commissioners to help achieve county goals and objectives.

Drafts resolutions and letters of support to advocate for Board of Commissioners goals and objectives.

**Legal Representation:**

Coordinates with attorneys to protect the financial interests of the county, including working with the county's liability insurers, and the county's Civil Counsel.

**REQUIRED QUALIFICATIONS**

1. Master's degree in business or public administration or closely related field with specialization in finance and/or management.
2. Requires 3 to 5 years of relevant government experience, preferably with a governmental entity of size similar to Delta County.
3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), knowledge of governmental accounting systems, and the ability to manage and interpret data.
4. Experience using cloud-based platforms.
5. Ability to collect, analyze, organize, and interpret data for decision making reporting purposes.
6. Proficiency in creating professional presentations.
7. Understanding of basic cybersecurity practices and potential risks to data and systems.
8. Ability to collaborate, participate in, and direct teams.
9. Excellent interpersonal communication skills.
10. Exemplifies community; sets example for all county employees with regards to being collaborative, organized, transparent, and accountable.
11. Strong analytical and leadership abilities.
12. Proficient in strategic planning

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.

**SELECTION GUIDELINES**

Selection is based on strength of application, education, experience, personal interview and reference check. Job related testing may be used to evaluate applicants

### **PHYSICAL REQUIREMENTS**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements, reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

### **WORK ENVIRONMENT**

Work is performed in a climate controlled office environment.

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