

**SANDUSKY COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>	County Administrator	<b>Position Title:</b>	County Administrator
<b>Class Number:</b>		<b>Position Number:</b>	
<b>Dept./Div.:</b>	Board Staff	<b>Civil Service Status:</b>	Unclassified (R.C. 305.29)
<b>Unit:</b>	N/A	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Board of Commissioners	<b>FLSA Status</b>	Exempt (Executive)
<b>Pos. # of Supvr.:</b>	N/A	<b>Pay:</b>	Board Resolution
<b>DOT Code/O*NET: 11-1011.00</b>		<b>EEO Status:</b>	(01) Officials/ Administrators

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of undergraduate degree in business administration, management, or specialized field relevant to position plus four (4) years management or supervisory experience, preferably in public sector with experience with financial software systems; or any equivalent combination of education and experience. Must be a resident of the State of Ohio and reside in Sandusky County or in any adjacent county in this state.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio vehicle operator's license; must qualify for and maintain insurability under the county's vehicle insurance policy; may be required to meet bonding requirements.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Telephone, computer, computer software (e.g., Microsoft Office, financial software, other applicable software) data/word processor, calculator, miscellaneous office equipment, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** The employee:

1. has contact with potentially violent or emotionally distraught persons.
2. has exposure to hot, cold, wet, humid, or windy weather conditions.
3. has exposure to hazardous driving conditions.
4. works in the vicinity of chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.).

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this position is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department's needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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Date Adopted:  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43017

(2/25/2015 PDSANBC 00148713.DOC )

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U n i t :	N/A	<b>Pos. # of Sum/L..:</b>	N//A

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

% (1) Under administrative direction, supervises and directs the activities of the affairs of the divisions of county government under the control or jurisdiction of the Board; evaluates the organization, administration, and services offered by the county departments under the jurisdiction of the board and recommends changes to the Board; assists Board of Commissioners in planning, developing, coordinating, and implementing programs, projects, and activities; administers, enforces, and executes the policies and resolutions of the Board; recommends standard operating procedures; recommends, formulates, and administers county policy; manages routine operations of Commissioners' Office; serves as liaison between Board and other elected officials, boards, and administrative agencies; drives motor vehicle to attend meetings, conferences, etc.; contracts on behalf of the Board within limits provided by a resolution of the Board; coordinates project activities (e.g., tracks number and type of projects, time frames, budgets, goals and objectives, etc.); ensures projects proceed within approved time frames and budgets; oversees maintenance of related documentation; assists with special problems; coordinates activities with outside contractors; assists with writing bid specifications and selecting best proposals as necessary; advises Board of Commissioners or department head on project status; visits job sites as necessary to advise on progress; allows and pays claims for goods received and services rendered within limits provided by a resolution of the Board, provided that the county department receiving those goods and services certifies their receipt before allowing the claim; assists the County Engineer with new ditch petitions (e.g., creates resolutions to set up new funds; sets view and hearing dates; reviews property owners' notices and legal notices; attends the view and hearings; creates further resolutions as process moves along; etc.); assists County Engineer with six years hearings (e.g., schedules hearings; sends out notices and resolutions regarding hearings; etc.); completes special studies or projects, as requested (e.g., manpower planning, budget estimates, contract bidding, annual report, strategic plan, etc.); coordinates data collection between various divisions.

Knowledge of: (1)\*, (2), (3), (4), (5),\* (6), (7)

Skill in: (29)

Ability to: (9), (10), (11), (12), (13), (14), (15), (16), (18), (19), (20), (22), (27)

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% (2) Keeps the Board fully advised on the financial conditions of the County, preparing and submitting a budget for the next fiscal year; prepares, administers, and monitors operational appropriations budget; uses financial software to monitor all appropriations and expenditures; compiles data for, creates, and submits to the Board of Commissioners such reports as are required by that body, or as the County Administrator deems advisable.

Knowledge of: (4), (5),\* (6), (7), (21)  
Skill in: (30), (31), (32)  
Ability to: (9), (10), (12), (16), (19), (22)

% (3) Plans and administers personnel activities of the County; recruits, interviews, and recommends hiring of new employees; administers training and orientation programs; administers disciplinary procedures; oversees and directs maintenance of County's classification plan, policy and procedures manual, affirmative action plan, and compensation system and authorizes updates and/or revisions to such plans or systems; assists in labor relations activities (e.g., prepares, negotiates, and administers contract, etc.); performs any or all personnel functions otherwise conferred or incumbent upon the Board of County Commissioners under Chapter 124, or any other chapter or section of the Revised Code, provided that the Board, by resolution, has delegated the specific functions to the County Administrator; oversees risk management program.

Knowledge of: (1), (2), (4), (6), (8), (23), (24), (25)  
Ability to: (9), (11), (12), (13), (15), (16), (33)

% (4) Supervises assigned personnel as indicated in current table of organization (e.g., oversees maintenance of personnel records; assists in the hiring process and recommends selection of candidates; recommends personnel actions; handles disciplinary matters of department heads; recommends disciplinary action, etc.); schedules and assigns work; trains and evaluates employee work performance; receives and approves requests for leave; develops operating policies and procedures; communicates and implements policies and procedures; authorizes overtime; reviews and approves time records.

Knowledge of: (1),\* (2), (3), (4), (5),\* (23), (24), (25)  
Ability to: (9), (10), (11), (12), (13), (14), (16), (18), (22)

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(5) Attends all meetings of the Board at which the County Administrator's attendance is required by that body (e.g., all staff, elected officials, office heads, etc.) and meetings with the general public and other county offices; recommends measures for adoption to the Board; maintains confidential information; makes appointments; oversees maintenance of official records including annual equipment inventory; approves/disapproves the interdepartmental transfer of equipment and furniture; researches and prepares background data and information for items on agenda for Commissioners' review; reviews documents for accuracy and completeness; directs distribution of documents to appropriate personnel; performs such additional duties as the Board may determine by resolution.

Knowledge of: (1),\* (4), (5),\* (7), (26)  
Ability to: (10), (12), (13), (22), (27), (28)

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

% (8) Performs other duties as assigned by the Board of County Commissioners.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (1) county policies and procedures,\* (2) management principles, (3) supervisory principles and practices, (4) county government structure and process, (5) operational activities of county,\* (6) human resource planning, (7) budgeting practices and procedures, (8) personnel administration; (15) safety practices and procedures; (21) proper research methods, (23) county, state, and federal personnel and employment laws and regulations, (24) Ohio Civil Service laws, rules, and regulations, (25) interviewing techniques, (26) public relations techniques.

**Skill in:** (29) motor vehicle operation; (30) use or operation of computer software (e.g., Microsoft Office, financial software, etc.); (31) computer operation; (32) use of modern office equipment.

**Ability to:** (9) communicate effectively, (10) deal with many variables and develop course of action, (11) apply management principles to practical work situations, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) develop and maintain effective working relationships

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with Board of Commissioners, associates, subordinates, government officials, and the general public, (14) supervise the work of others, (16) safeguard information of a sensitive or confidential nature, (17) possess good computer skills, (18) interpret extensive variety of technical material, (19) calculate fractions, decimals, and percentages, (20) prepare contract specifications, (22) prepare meaningful, accurate, and concise reports, (27) maintain a professional public image as a representative of the Board of Commissioners, (28) maintain State of Ohio vehicle operator's license, (33) resolve complaints.

**POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

Personnel/Loss Control Director, Clerical specialist, Account Clerk III, department heads as appointed by the Board of Commissioners.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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(Employee Printed Name)

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(Date)