

Deputy County Administrator Tompkins County

Department: County Administration

Classification: Exempt

Labor Grade: Management Grade 89

Approved: 06/09/1991

Revised: 06/97; 10/97; 12/01/ 04/05; 01/06; 09/16; 4/18

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in the Social Sciences, Planning or Public Administration, Accounting, Business Administration, Economics, Law or any other advanced degree in a related field **AND** three years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in the Social Sciences, Planning or Public Administration, Accounting, Business Administration, Economics, or a related field **AND** five years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a),or (b) above.
Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an executive level management position responsible for assisting with the budget, administrative, planning and coordination duties of the County Administrator. The work involves coordination of Administration staff, as well as administrative and fiscal management of departments, programs and agencies. The incumbent is expected to foster a supportive, collaborative and inclusive work environment utilizing modern management techniques to improve the efficiency and effectiveness of all County services. The work is performed under the general supervision of the County Administrator. The incumbent is authorized to act for or on behalf of the County Administrator during their absence. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

- The Deputy County Administrator is responsible for coordinating and overseeing the administrative and fiscal management activities of administrative staff in support of County departments and agencies. The duties include but are not limited to:
- Assisting the County Administrator with the supervision of various departments as assigned, including but not limited to department head supervision, performance review, program review and evaluation;
- Assisting the County Administrator and administrative staff in developing, executing and enforcing all resolutions, orders, policies and local laws adopted by the Legislature;
- Assisting the County Administrator in preparing and submitting an annual budget and capital program;
- Representing the office of County Administration and providing administrative support to legislative program committees and/or task groups as required or designated by the County Administrator;
- Providing executive level coaching to departmental cabinets to establish charge, governance, procedural guidelines and work priorities in an effort to promote an integrated delivery of services;
- Initiating modern management techniques to promote diversity, equity and inclusion, effective and efficient service delivery as well as a culture of continuous improvement;
- Responsible for day-to-day management support and departmental oversight of County Administration.
- As needed supports the collective bargaining process in county negotiations with organized employee organizations.
- Oversees special projects of the County Administrator and/or Legislature.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the practices and procedures of public administration, especially as they relate to county government in New York State;
- Excellent written communication skills, including analytical report writing;
- Excellent written and verbal communication skills to work effectively with the public, department heads, committee chairs, and multi-agency/multi-jurisdictional representatives;
- Ability to analyze complex problems and propose realistic solutions in a concise and clear manner;
- Thorough knowledge of current principles, concepts, methodologies and practices of accounting and budgeting with proven ability to perform quantitative and qualitative analysis;
- Thorough knowledge of the principles, practices and techniques of managing a diverse workforce;
- Ability to understand and communicate the difference between technical and policy issues, and to define the implications of any policy choices for the Legislature;
- Thorough knowledge of management techniques required to plan, direct and supervise the work of others under tight or shifting deadlines, budgets, and priorities, while maintaining good public and professional working relationships;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Proven experience with and commitment to the principles of quality management and diversity, justice, equity and inclusion;
- Physical condition commensurate with the demands of the position;
- Excellent computer skills that at a minimum include presentation software, financial management software and applications, Microsoft Excel, and Word.
- Ability to clearly delegate administrative tasks and ensure project quality and completion.
- Ability to plan, direct and supervise the work of others, while maintaining positive working relationships.