



Position Opening: County Administrator

Lorain County, Ohio is seeking applicants for the position of County Administrator. The Lorain County Board of Commissioners will accept applications for the position of County Administrator until filled. The application may be downloaded from the Lorain County Employment website <http://www.loraincounty.us/information-center/county-employment>. A resume shall be included as supplementary information. Applications and resumes shall be submitted to the Lorain County Human Resources Department. Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by U.S. mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.

Qualifications:

The applicant shall possess the following, minimum qualifications: Bachelor's degree in public administration or closely related field; five (5) to ten (10) years supervisory experience in public sector management, with at least some experience in Ohio; or, an equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. The selected individual will be a highly motivated professional and an excellent communicator who can work effectively with peers in local, regional, and state government. The ideal candidate will have proven success in the areas of collaboration, team development, and professional communication. This will be an unclassified civil service position. Salary dependent on experience. Must possess a current valid Ohio operator's license and maintain continuing eligibility for coverage under the existing vehicle insurance policy held by the County.

Position Description:

- Provides executive level leadership, management, and direction to the various departments of County government that fall under the authority of the Board of Commissioners.
- Assists the Board in the administration, execution, and enforcement of Board policies.
- Negotiates and manages contracts and agreements on behalf of the Board.
- Recommends policy and procedural measures for Board consideration and adoption.
- Assists in planning, developing, coordinating, and implementing programs, projects, and activities.
- Monitors and reviews State and Federal legislation having an impact on the County.
- Oversees the preparation of the County budget and the expenditures of monies; coordinates personnel and labor relations activities; represents the Commissioners in contract negotiations, grievance meetings, and other labor relations activities; disseminates information concerning labor agreements to department and division heads, supervisors and support staff.
- Assures that grant programs operated under authority of the Board are in fiscal compliance and satisfy applicable guidelines and regulations.
- Provides public information support to the Board. Researches and addresses inquiries and complaints from the public and advises the Board as required. Maintains necessary rapport with the media and appropriate public officials, business and community leaders, and the general public.
- Performs personnel management and policy functions on behalf of the Board. Initiates and manages special projects that are necessary and beneficial to the County.