

Ohio County Administrator – Ohio County, WV

Job Advertisement

The Ohio County Commission (OCC) seeks a dynamic, progressive, and innovative leader to serve as its next full-time County Administrator. This position is critical to helping the Ohio County Commission grow and provide long term sustainability for Ohio County by being mission and vision focused through achieving results. This role will report to and take direction from the Ohio County Commission.

This position requires a proactive and positive leader who is an excellent communicator (both written and verbal), anticipates well, is data driven and goal achievement oriented, has great business acumen, can work with many types of personality styles, can meet deadlines, is exceptionally organized, can effectively problem solve complex matters and propose appropriate solutions, can build trusting teams, will create and sustain a positive work culture/environment with other elected official offices, while serving and working on behalf of the citizens of Ohio County, WV.

Position Requirements:

- Bachelor's degree in Public Administration, Business, or related field is required. A Master's degree is a plus.
- Candidates must have at least five (5) years of previous innovative and progressive leadership as a County Administrator or equivalent which includes the management of Human Resources experience for a county similar to or greater than Ohio County in population and geographic size.
- Candidates that have a high level of business acumen, strategic planning/execution, and other previous business experience is preferred.
- Previous experience working with other elected public officials and agencies and others (city, municipalities, agencies) and grant organizations is required.
- Previous experience researching and helping support grant opportunities and working with county development areas (STIF/TIF Districts and Opportunity Zones) is a plus.
- Previous experience in county or business-related economic development and recruitment of business is preferred.
- Previous experience with a County which has an airport is also preferred.
- Previous experience with running county elections or responsibility with general oversight is preferred.
- Candidates must be very technology savvy and be able to use a wide array of technology platforms to enhance the effectiveness and operations of the County.
- Candidates must be well organized, be able to lead a team, be flexible with their thinking/solutions, finding win-win solutions, be an effective collaborator, build and maintain quality professional relationships, and effectively project manage.
- Must have and maintain a current WV driver's license in good standing.
- May require National Incident Management System (NIMS) Compliancy Training and/or Certification within 12 months of hire.

Position Summary:

The County Administrator serves as the Chief Administrative Officer (CAO) of the County for the County Commission. It also serves as a consultant to outside agencies and/or organizations as directed or required by the Commission. This position also actively supports and upholds the County Commission's mission, vision, and values on behalf of the citizens of Ohio County. This position also takes on the management and supervisory responsibilities of all County Commission employees and leads them by providing proper and appropriate leadership, communication, support, and direction.

Ohio County Administrator – Ohio County, WV

Job Advertisement

Primary Responsibilities:

- Acts as a project manager or delegates this authority when needed on all projects, including, but not limited to, buildings – internal and external infrastructure/repair/replacement for all county owned property (outside of the Highlands Development – unless support requests are approved by the Commission). Other projects include, but are not limited to HVAC, roofs, office space, electrical, plumbing, security, and landscaping/grounds maintenance, etc.
- Serves as a liaison for the Commission for other County development projects as needed or directed and/or to serve as a resource to the Ohio County Development Authority.
- Must appropriately communicate and interact with the public, including being very responsive and timely to questions, concerns, and related matters for the County Commission.
- Will serve as the public spokesperson when needed or required by the County Commission to deliver communication or responses.
- Directs, coordinates, and helps to execute (when needed) the activities and functions of the various County offices, departments, boards, and committees when implementing the requirements of the County ordinances and policies of the Ohio County Commission.
- Assures the effective and efficient utilization of the County Commission employees, funds materials, facilities, and time and will produce required data about county assets to make informed decisions.
- Represents the County to the community at large, the city, county villages/municipalities, state legislature, Congress, and other government related entities/agencies as may be required or directed.
- Conducts research and provides reports/summaries, which identify any federal, state, local, and private grants for funding opportunities that align and help support the County Commission's vision and related strategies, goals, objectives, needs, and prioritizations.
- Prepares financial forecasts, reviews financial reports, and provides supporting/correlating data of other agencies for grants, contracts, and budget management purposes.
- Prepares the budget and provides systematic budget overviews for unified budgets and special projects requiring County fiscal support and input.
- Prepares, RFP's, RFQ's and conducts the bidding processes/requirements for any building construction, upgrades, and improvement projects along with any other services the County Commission deems necessary or in compliance with regulation or other requirements.
- Evaluates and monitors projects and contracts that involve the County Commission and/or delegates such responsibilities to other Commission team members.
- Evaluates and monitors projects and contracts for grant compliance.
- Tracks all necessary and requested data (using technology as needed or required) and prepares periodic reports on any legal matters (in conjunction with the County Solicitor), the fiscal status of the county, status of grants, and other resources/projects.
- Serve as a liaison between the County and outside funding agencies and groups, by participating in meetings/calls at the federal, state, and/or local levels.
- Provides assistance in resolving issues and conflicts with agencies by participating in meetings/calls that may impact the or affect the County or the Commission.
- Serves as a resource to all County non-profit organizations and departments regarding funding programs.
- Uses discretion and confidentiality when dealing with sensitive issues and matters involving the County and/or related matters.
- Monitors appointed boards and committees and terms in office and need for appointments when needed.
- Responsible for all Human Resource oversight matters involving employees and related vendors (hiring and separations) on behalf of the Commission and will make appropriate recommendations and seek approval as needed or requested for costs associated with employees.

Ohio County Administrator – Ohio County, WV

Job Advertisement

- Oversees and is responsible for proper meeting notices and preparing and providing meeting agendas and coordinating work session meetings/calls timely along with distribution of such information to the public and Commissioners as appropriate.
- Serves as the Purchasing Card Administrator and/or approval of Purchase Orders as needed or will delegate such duties with oversight.
- Oversees and is responsible for the secure and proper execution of elected official elections within the County.
- Performs other duties as required, directed, and/or assigned by the County Commission.

Physical Demands: Sedentary to Lite

Compensation and Benefits: This position will be classified as exempt salaried. Compensation is competitive and commensurate with experience level. This position is eligible for all full-time benefits, which includes health, dental, and vision insurance, a retirement plan, paid time off, and life insurance. This position will also have access and use to a county provided cell phone and vehicle.

Please apply for this position by no later than **February 15, 2021**. Please send your resume and cover letter with at least two (2) work related reference letters contacts from your supervisors and direct reports to the Ohio County Commission County Administrator Hiring Committee to CA.hiringcommittee@ohiocountywv.gov or by hard copy to the following mailing address: City County Building, Suite 215, 1500 Chapline Street, Wheeling, WV 26003.

Equal Opportunity Employer