

# SUSSEX COUNTY ADMINISTRATOR - JOB DESCRIPTION

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The Sussex County Administrator is a statutory position for a term authorized by N.J.S.A. 40A:9-42. The County Administrator shall be qualified by administrative and executive experience and ability to serve as the administrative officer or chief executive of the County. An interested applicant should possess the education, training and experience, as well as have the skills and abilities necessary to fulfill the requirements and responsibilities of the position. For details, see the Sussex County Website at [www.sussex.nj.us](http://www.sussex.nj.us) or contact the Clerk of the Board's Office at (973) 579-0240 or [cwilliams@sussex.nj.us](mailto:cwilliams@sussex.nj.us). Submit letter of interest and resume by January 15, 2017 to [cwilliams@sussex.nj.us](mailto:cwilliams@sussex.nj.us) or Sussex County Administrative Center, Clerk of the Board's Office, One Spring Street, Newton, NJ 07860.

## EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree required. Graduate degree preferred.

Certificate in Public Management or other-applicable certifications, accreditations, etc. is preferred.

Significant experience in an executive managerial role, demonstrating proven results.

## SKILLS AND ABILITIES REQUIRED

Ability to lead, manage and ensure effective delivery of County services.

Ability to create, examine and analyze reports, financial documentation and contractual language.

Ability to review, analyze and forecast trends of County services.

Ability to effectively negotiate Collective Bargaining Agreements.

Ability to identify and implement process improvements among all aspects of County services.

Competent with the understanding of New Jersey Statutes pertaining to County government and services.

Excellent oral and written communication skills, as well as demonstrated computer skills.

Salary: Based Upon Qualifications and Subject to Freeholder Approval

In addition to the foregoing, the following are requirements and responsibilities of the Sussex County Administrator, pursuant to the **Sussex County Administrative Code (2016)**:

The County Administrator in the exercise of the executive powers of the County:

- (A) shall supervise, direct and manage all County administrative departments;
- (B) may require reports and examine the accounts, records and operations of any department, division or agency of County government;
- (C) may, at their discretion, order any department, division or agency under their jurisdiction as specified in the Code to undertake any task for any other agency on a temporary basis if they deem it necessary for proper and efficient administration.

*[Administrative Code, Section 3.3.]*

The County Administrator shall:

- (A) oversee the work of County departments subject to the Code, and shall review their administration and operation and make recommendations to them and/or the Board;
- (B) supervise the care and custody of all County property, institutions and agencies;
- (C) assure that all terms and conditions legally imposed upon the County by any statute, contract or directive, are faithfully kept and performed;

- (D) resolve all disputes between Department Administrators (County Department Heads) and all disputes between a Department Administrator (County Department Head) and a Division Director (County Division Head);
- (E) have good oral and written communications skills;
- (F) recommend to the Board of Chosen Freeholders where new initiatives are needed to assure effective delivery of County services, and recommend disbanding or merging offices so efficiencies can be achieved;
- (G) lead, manage and ensure effective and efficient delivery of County services.

*[Administrative Code, Section 3.4.]*

The County Administrator shall be present at all Board meetings and participate in all deliberations without the right to vote, and shall:

- (A) recommend to the Board whatever action or programs they deem necessary for the improvement of the County and the welfare of its residents;
- (B) establish the schedules and procedures to be followed by all County departments, offices and agencies in connection with the budget preparation;
- (C) review, analyze and forecast trends of County services and finances and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board;
- (D) negotiate contracts for the County subject to Board approval and review by County Counsel;
- (E) make recommendations concerning the nature and location of County improvements and execute improvements determined by the Board to be necessary.

*[Administrative Code, Section 3.5.]*

The County Administrator shall be the representative of the County government for collective bargaining with employees.

*[Administrative Code, Section 3.10.]*

At the time of their appointment, the Administrator need not be a resident of the County, but after their appointment they may reside outside the County only with permission of the Board expressed by adopted Resolution.

*[Administrative Code, Section 3.1.]*