

Gladwin County Administrator

The County Administrator, under the general direction of the Board, directs and coordinates the administration of programs and services as follows:

1. Plans, organizes, and directs all administrative operations including personnel, budgeting, planning and general administration. Develops and implements county-wide policies, procedures, and regulations.
2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Directly manages department heads such as finance, facilities, equalization, health, information technology, parks, human resources, emergency management, veterans, moth or mosquito control, and others as assigned. Responsible for hiring department heads except where appointment or election is otherwise provided by law. Assigns functions, reviews, and evaluates managerial performance.
4. Responsible for preparation of agendas and meeting packets for Board meetings. Attends Board meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Assists the Board with articulating and implementing the overall vision, goals, and strategies of the county government.
5. Responsible for proposing the strategy for the bargaining and administration of all labor agreements within the county. Oversees the personnel and employee relations functions and serves as an advisor on employee relations matters. Works with legal counsel on collective bargaining and litigated matters.
6. Oversees the preparation of the county's annual budget, which includes designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for departmental budgetary requests, and overseeing preparation of the final approved budget.
7. Coordinates matters regarding legal matters and seeks legal advice and options for the Board. Exercises settlement authority within established limits and recommends action to the Board on other matters. Coordinates contractual and internal auditing services and other contractual and professional services.
8. Plans service strategies, including conducting studies and developing plans on matters and issues of interest to the County. Makes recommendations to the Board for consideration and action.

9. Aids the Board and Committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommend courses of action.
10. Confers with department managers and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and Committee actions.
11. Serves as financial advisor to the Board of Commissioners, reporting on financial matters, analyzing current funding, project costs, and forecasting available funds.
12. Directs the delivery of information technology services and communications equipment and systems, to all County operations. Recommends policies regarding acquisition and use of information technology. Oversees communications systems and other areas of technological development within the county.
13. Oversees the management and maintenance of all County facilities. Recommends policies regarding the use, operation, and maintenance of all County buildings and facilities.
14. Represents the Board of Commissioners at meetings with local government and state officials. Speaks on behalf of the Commission at various meetings, presents the county point of view and serves as a resource on existing policies and issues. Serves as the Board designee on various authorities and commissions.
15. Oversees risk management activities for the county, including interacting with third party carriers and administrators for liability, errors and omissions, fleet, and umbrella coverages. Reviews claims and works with counsel and the Board regarding settlement options.
16. Performs other duties as required.