

## **EMPLOYMENT OPPORTUNITY – COMMISSION ADMINISTRATIVE OFFICER (FULL TIME)**

**Salary:** Minimum starting wage is \$25.35/hr.

**Preferred Qualifications:** Bachelor's degree in a related field and five years of progressively responsible experience in public administration and/or administrative/executive support. Comparable combination of education and experience may be considered.

Benefits Information: Health Insurance (County pays 99% premium for employee coverage), Vision (County pays 100% premium for employee coverage), Life Insurance (County pays 100% premium for employee coverage), SDRS Retirement (6% county match), Sick Leave (104 HRS), Vacation Leave (2 WKS), Holidays (15), Longevity

**Applications:** Applicants must complete the Lake County Employment Application. Applications may be returned to Paula Barrick at lakeauditor@lake.sd.gov or in person at the Auditor's Office, 200 E. Center St., Madison, SD 57042. Position is open until filled.

**Description:** This position will perform professional administrative work in direct support to the Board of County Commissioners in the administration of Lake County government.

### **SPECIFIC RESPONSIBILITIES AND DUTIES:**

Below is a non-exhaustive list of duties and responsibilities. Other duties and responsibilities may be required if requested.

#### **1. COMMISSION ADMINISTRATIVE OFFICER DUTIES:**

§ Serve as an assistant to the five-member, part-time Board of County Commissioners performing a variety of administrative functions

§ Prepare ordinances, resolutions, briefing memorandums, and other actions to assist in the construction the Commission agenda; coordinate with department heads, outside agencies, and other persons to gather appropriate material for review and formal action by the Commission

§ Assist in the construction of the Commission agenda and the preparation of the meeting packet for Commission meetings; serve as a resource for agenda items

§ Implement long-range and short-range planning systems and processes for overall county operations; and establish action plans and monitor results

§ Oversee and conduct cost comparison studies, research studies, and gather information as required to provide the Commission with the best possible information for making

decisions

§ Attend Commission meetings, training sessions, and other meetings as directed

§ Assist with training sessions and educational programs as necessary

§ Review all correspondence and e-mail directed to the Commission and determine whether any action or response is needed

§ Assist in the formulation of policies and procedures for Commission approval

§ Assist in the preparation and review of county contracts for goods and services, including preparation of bid documents and requests for proposals, and recommend to the Commission acceptance, modification or rejection of same

§ Assist the Commission and Auditor in preparation and review of county budgets including those of internal departments, outside agencies, and other organizations

§ Manage and coordinate up-to-date memberships of all County appointed boards and committees; identify and recruit candidates for appointment

§ Monitor legislative and administrative trends and statutory responsibilities for the Commission; keep the Commission and county elected and appointed officials informed on developments that affect all areas of their designated responsibility and authority

§ Perform other duties as assigned by the Commission, such as: assist with organization of county meetings and workshops, assist with organization of joint city/county meetings; courthouse tours, etc.

§ Act as a liaison, assist and coordinate activities on behalf of the Commission with county elected and appointed officials, other county, municipal, and township officials, state and federal agencies

§ Work with county elected and appointed officials to coordinate and direct programs and projects on which policy has been established by the Commission; carry general responsibility and authority for assuring the successful completion of these programs and projects

§ Assist county elected and appointed officials with goal setting and long range planning

§ Work with county elected and appointed officials with organizational problems within departments and across departmental lines

§ Represent the Commission, or individual commissioners through their liaison assignments, at various outside agency board meetings and meetings with other governmental entities; serve as support for commissioner appointed citizen task forces and committees

§ Act as a liaison on behalf of the Commission with the media and the public

§ Coordinate the resolution of citizen complaints as directed by the Commission

§ Establish and coordinate an effective public relations program for networking and communicating County position and policy to news media, outside agencies, and other local and state government units

- § Prepare official press release announcements on behalf of the Commissioners
- § Perform public speaking engagements on behalf of the Commission on various aspects of county government to include policy, procedures, and general information, if requested and as needed

## 2. KNOWLEDGE, SKILLS, AND ABILITIES:

- § Knowledge of the principles and practices of public administration, state laws and regulations, and the departments and functions of county government
- § Knowledge of county budget processes, including revenue sources, statutory requirements, fund balances, and general accounting practices and principles
- § Knowledge of applicable state bid laws, county policy and preparation, review, and writing of contract documents
- § Knowledge of rules, procedures, and processes of state legislative sessions and ability to communicate recommendations
- § Knowledge of South Dakota local government law
- § Knowledge of principles, methods, materials, and practices utilized in legal research
- § Ability to coordinate, plan, and independently complete various administrative projects with strong attention to detail
- § Ability to communicate effectively orally and in writing
- § Ability to establish and maintain strong and effective working relationships with employees, other agencies, and the public
- § Ability to maintain a professional appearance and demeanor
- § Ability to use various computer programs such as Word, Excel, Power Point, etc
- § Ability to interpret federal, state, and county policy, laws, and regulations
- § Ability to exercise tact and to maintain confidentiality
- § Ability to demonstrate leadership and management skills, be goal oriented, and meet deadlines
- § Ability to plan, organize, and direct the work of others
- § Skill in administering, planning, and directing various administrative functions
- § Skill in analyzing and interpreting federal and state regulations, comprehending technical data, and performing research