

Champaign County Job Description

Job Title: Deputy County Administrator/Finance

Department: Administrative Services

Reports to: County Administrator

FLSA Status: Exempt

Grade Range: M

Prepared Date: April 2016

SUMMARY Assists the County Administrator in the areas of budgeting, purchasing, and risk management for Champaign County; as well as development and administration of County policies, programs and goals. Assumes responsibility for the County Administrator in the latter's absence.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assumes responsibility for the County Administrator in the latter's absence.

Plans, coordinates, develops and prepares the annual county budget to be adopted and approved by the County Board;

Responsible for financial analysis and assessment of county operations and functions, enabling cost assessment of services and development of strategies for funding prioritization;

Oversight of the County's risk management funding and self-funded insurance operations, and assists in the development & implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks.

Provides assistance to the County Administrator in oversight and management of capital improvement planning, budgeting and implementation.

Serves as management member representative in labor negotiations to represent the County Board and financial input with regard to collective bargaining agreements;

Oversight of the procurement process, including purchasing policy implementation including preparation and implementation of RFP process when required by County Board or county departments;

Monitoring of grant opportunities appropriate for county departments, offices and functions to make application when appropriate, and oversee ongoing grant management for awarded grants;

Provides assistance to the County Administrator in management of projects identified by the County Board for implementation, including negotiation of contracts and enforcement of provisions of contracts and agreements.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of modern governmental programs including accounting, budget, finance, purchasing, risk management, information systems and facilities management;

Knowledge of the laws, rules and regulations in county government;

Ability to comprehend and apply county ordinances, directives, resolutions and state laws relating to county government;

Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies;

Skill in analyzing organization structure, staffing patterns, and program objectives and making recommendations for improvement;

Skill in communicating effectively - verbally and in writing;

EDUCATION and/or EXPERIENCE Minimum of a four-year degree from an accredited college or university in finance, public or business administration or a closely related field, preferably supplemented by a master's degree in public or business administration or CPA; with responsible public sector or private sector management employment experience, or any equivalent combination of education and experience that would provide the above-noted knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS Illinois driver's license; safe driving record; and proof of insurability; U.S. citizenship upon appointment.

PHYSICAL DEMANDS This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.