

SCHOHARIE COUNTY ADMINISTRATOR

Schoharie County, New York is seeking applicants for the position of County Administrator. The starting salary range for this position will be between \$90,000.00 - \$100,000.00 based upon qualifications and experience. The County Administrator will be appointed to a specific term set by the Board of Supervisors and will serve at the pleasure of the Board.

The County Administrator will be responsible for directing, supervising and ensuring effective management of the operations of all non-elected department heads, with the exception of the Clerk of the Board of Supervisors.

The County Administrator provides professional assistance to the Board of Supervisors, receives direction from and makes reports and recommendations to the Board of Supervisors. This position executes actions as may be delegated or by subsequent official action.

The County Administrator must have the ability to analyze and evaluate complex operations which affect management & budget. Conduct management surveys and studies, communicate effectively, and establish and maintain effective working relationships with a wide variety of people.

The ideal candidate will set a positive example of competence, professionalism, energy and work ethic to the organization and community while being a professional leader who inspires the staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced communication skills are imperative.

For Fiscal Year 2015, the County is operating with a total budget of \$85 million with nearly 400 employees which allow for provision of a full range of services through (20) twenty departments.

The chosen candidate will have a strong professional background, demonstrating a high level of integrity and intelligence with outstanding leadership and management skills. He or she must be a consensus builder, a good listener, innovative, and decisive. The County is looking for an Administrator who is results-oriented, has a strong fiscal background, and is able to keep all levels of the organization fully informed. Excellent oral, written, and interpersonal skills are important, including the ability to communicate effectively with the Board of Supervisors, department heads, employees, residents, and other constituencies. Schoharie County has an excellent benefits program and is an equal opportunity employer.

Schoharie County residency is required within 120 days of assuming the position.

Education and Experience:

Master's Degree in Business Management or Public Administration from an accredited university with (5) five years of full-time paid experience in public, business or industrial enterprise including a minimum of (3) three years in public administration.

Bachelor's Degree in Business Management or Public Administration from an accredited university and have (10) ten years of full-time paid experience in public, business or industrial enterprise including a minimum of (5) five years in public administration.

How to Apply

Applicants MUST submit a resume and completed application by June 19th to:

Schoharie County Personnel & Civil Service Office

ATT: Barbara Schaffer, Deputy Personnel Officer

PO Box 675

Schoharie NY 12157

barb.schaffer@co.schoharie.ny.us

www.schohariecounty-ny.gov - for complete job description