



RUSK, COUNTY OF (WI)
invites applications for the
position of:

Administrative Coordinator

SALARY: \$65,000.00 - \$80,000.00 Annually

DEPARTMENT: Administration

OPENING DATE: 06/20/22

CLOSING DATE: 07/17/22 11:59 PM

DESCRIPTION:

PURPOSE OF POSITION: As Administrative Officer of Rusk County, performs managerial and leadership function set forth by the County Board in accordance with the authority set forth in Wisconsin State Statute §59.19

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

POLICY

- Provides input on ordinances, resolutions, and policies in concert with Corporation Counsel as required.
- Prepares reports to the County Board.
- Attain information on pending federal and state legislation affecting counties and County governments.
- Ensures that ordinances, resolutions, policies, regulations, and state and federal laws are observed and executed with help from Corporation Counsel.
- Coordinates the transaction of all county administrative businesses. **OPERATIONAL OVERSIGHT**
- Make day-to-day operational decisions within established policies and procedures at the direction of the County Board Chair.
- Research and recommend solutions for administrative and operational problems to the County Board.
- Implement policy put forth by the County Board.
- Attends committee meetings to offer advice on various topics that may arise. **FINANCIAL**
- Evaluates capital improvement projects along with the Property Committee and Finance Committee for approval.
- Advocates and assist with Budget Development for Department Heads during the budget period.

EXTERNAL RELATIONS

- Point of contact for public projects under the Administrative Coordinators review under the direction of the County Board Chair.
- May represent the county at public functions and inter-governmental meetings, legislative meetings, hearings, business transactions, and negotiations in the absence or the request of the Board Chair or County Board.
- Attains a high level of effective work relationships with Department Heads and other staff.
- Will be the contact person for the State of Wisconsin.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering which includes typing or writing. Walking, sitting, and using far and near vision, are used 65% of the time. Activities are done 5% of the time including stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), and carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 90% of the time is spent indoors, approximately 10% of the time is spent traveling, viewing properties, etc.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy machine, calculator, computer terminal, fax machine, and printing equipment.

EDUCATION REQUIREMENTS: Bachelor's Degree in Public Administration or related field and at least 4 years of administrative experience; Master's Degree preferred. Significant experience in the administration of a complex organization is required.

KNOWLEDGE AND SKILLS REQUIRED:

Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods, and procedures.

- Financial management experience, budget preparation, and knowledge of various funding resources and allocation.
- Ability to supervise, organize, manage, select and evaluate Department Heads and other staff.
- Attain a high level of effective work relationships with employees, elected officials, and the public.
- Possess a high level of written and oral communication skills.

EXAMPLES OF DUTIES:

TYPICAL QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ruskcounty.org>

311 Miner Ave., Suite C130
Ladysmith, WI 54848

jobs@ruskcountywi.us

Position #20009
ADMINISTRATIVE COORDINATOR
JK