



POSITION AVAILABLE:

County Administrator

POSTING DATE: Tuesday, April 13, 2021
DEADLINE TO APPLY: Tuesday, May 4, 2021; 4:30 p.m.
DEPARTMENT: Board of Commissioner’s Office
LOCATION: Ravenna, OH
CORE HOURS: 8:00 a.m. - 4:30 p.m., Monday - Friday
SALARY: Dependent on qualifications and experience
FLSA STATUS: Unclassified, exempt

JOB OBJECTIVES:

The County Administrator is appointed by and serves at the pleasure of the Portage County Board of Commissioners acting as the administrative official of the County under the direction and supervision of the Commissioners. The Administrator directs, administers and coordinates the activities of Portage County in accordance with policies, goals and objectives established by the Board of Commissioners and consistent with Section 305.30 of the Ohio Revised Code. All department heads under the Portage County Board of Commissioners report to the County Administrator.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Public Administration, Business Administration or a closely related field is required and a minimum of five (5) years related experience in a political jurisdiction of the State of Ohio that includes financial management and supervisory responsibilities or an equivalent combination of education, training and experience which provides the knowledge, skills and abilities required for the job. Preferred: Master’s degree in Public Administration, Business Administration or a closely related field at least ten (10) years of executive level experience in county government. Must possess a valid driver’s license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

Administer, enforce and execute plans, goals, objectives, policies, procedures, directives and resolutions of the Board; recommend measures for adoption to the Board. Supervise and direct the activities and affairs of the divisions of county government under the control or jurisdiction of the Board; supervise department heads and assigned staff in the performance of their job duties; evaluate the organization, administration and services offered by the departments and recommend policy, procedure and staffing changes to the Board; conduct regular meetings with staff to review county departments’ progress, accomplishments, budgets and operating plans; ensure that county short and long range goals and objectives are achieved. Attend all meetings of the Board at which the County Administrator’s attendance is required by that body; actively participate as a member to various boards, commissions, or organizations when assigned by the Board.

For full job description, visit the employment tab on the County’s webpage.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)