



POSITION AVAILABLE

BOARD OF COUNTY COMMISSIONERS

COUNTY ADMINISTRATOR

The County Administrator serves as the Chief Administrative Officer of Washington County Government and is responsible for directing the day-to-day functions of the government. The administrator is appointed by and serves at the pleasure of the Board of County Commissioners and is responsible for carrying out policies, orders, and instructions of the Board in the administration of public local and general laws applying to the county. The administrator is also responsible for the supervision of Division Directors and various department directors and agencies.

Preferred qualifications include a master's degree in public or business administration or related field and substantial senior level leadership experience in private industry or local or regional government. Demonstrated experience with budget preparation and control, strategic planning, and a thorough knowledge of public administration principles and practices is also preferred.

Interested candidates should also demonstrate a commitment to public service and a proven history of excellent leadership qualities including, but not limited to, trustworthiness, honesty, creativity, assertiveness, humility, vision, diplomacy, tact, and strong interpersonal and communications skills.

Residency in the County is required no later than six (6) months after an acceptance of an employment offer.

The position is a Grade 22. A total compensation package will consider the candidate's experience and expertise and will include benefits offered to all employees:

- Medical, dental, vision, life, and disability insurance
- Participation in the County pension plan
- Vacation, personal, holiday, and sick leave
- Employee Assistance Program.

All applications must be postmarked by October 13 and mailed to:

Washington County Board of County Commissioners
Attn: Deborah Condo-County Administrator Position
100 W Washington Street, Suite 2300
Hagerstown, MD 21740

Candidates are requested to submit a resume, a cover letter noting salary requirements, and a completed application by mail only. Application form can be located at washco-md.net.

Washington County, Maryland is supported by a budget of approximately \$233 million and is staffed by 766 full-time equivalent employees serving a population of over 150,000 in the western Maryland region.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V



JOB TITLE:	County Administrator	GRADE	22
DEPARTMENT:	County Administrator	FLSA STATUS:	Exempt
REPORTS TO:	Board of County Commissioners		

GENERAL DEFINITION OF WORK:

The County Administrator serves as the Chief Administrative Officer of Washington County Government and is responsible for directing the day-to-day functions of the government. The administrator is appointed by and serves at the pleasure of the Board of County Commissioners and is responsible for carrying out policies, orders, and instructions of the Board in the administration of public local and general laws applying to the county. The administrator is also responsible for the supervision of Division Directors and various department directors and agencies.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Is responsible to the Board for the proper administration of all county affairs.
2. Meets with, advises and carries out directions from the Board of County Commissioners.
3. Recommends agenda items to the President of the County Commissioners for weekly and special meetings of the Board of County Commissioners and ensures all agenda materials are complete and appropriate to appear before the Board.
4. Manages the administration and functions of the county and its departments, offices or agencies, except where otherwise prohibited.
5. Nominates for Board approval persons for employment in county government pursuant to County policy.
6. Manages the implementation and execution of all relevant laws of the State of Maryland as to county government and all ordinances, resolutions and orders of the Board.
7. Prepares for the preparation and submission of the annual budget and capital program.
8. Reports to the Board on the state of county affairs and keeps the Board fully advised on the county's financial condition and future needs.
9. Recommendations actions, policies, and proposals to improve the economic and efficient operations of the government to the Board.
10. Submits a complete report on the finances and administrative activities of the county for the preceding year and prepares an Annual Report.
11. Ensures that adequate insurance coverage and surety bonds for county officers are maintained.
12. Is responsible for the care and custody of county buildings and of all real and personal property of the county.
13. Works closely with the County Attorney and the Chief Fiscal Officer to accomplish County objectives.
14. Performs other duties as the Board may prescribe.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Extensive working knowledge of the principles and practices of public administration and local government operations
2. General working knowledge of County departments and agencies.
3. Excellent interpersonal and communications skills.
4. Ability to maintain highly productive working relationships with employees, elected officials, various boards and commissions, and the general public.
5. Proficient in use of technology, specifically Microsoft Office.
6. Government budgeting and fiscal management skills.
7. Demonstrated commitment to public service by implementing and overseeing public services and policy initiatives in an efficient and effective manner.
8. Proven history of excellent leadership qualities including, but not limited to, trustworthiness, honesty, creativity, assertiveness, humility, vision, diplomacy, and tact.

EDUCATION AND EXPERIENCE:

1. Possession of a Bachelor's Degree in either Public/Business Administration, with a Master's Degree preferred (M.P.A. or M. B. A.) and substantial senior level leadership experience in private industry or local or regional government. A comparable amount of education in other relevant academic disciplines may be substituted for the minimum qualifications.
2. Demonstrated experience with budget preparation and control, strategic planning, and a thorough knowledge of public administration principles and practices.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees, the Board, and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license and the ability to maintain the license.

Residence in the County is required no later than the sixth month after the commencement of employment.

Ability to satisfactorily pass a comprehensive, in-depth background investigation, which shows no criminal activity that could directly impact ability to perform the job.

Ability to pass a post-offer, pre-employment drug test.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 5/2017, 12/2019

EDUCATION AND TRAINING

Do you have a high school diploma or GED? ()Yes ()No If not, what is the highest grade completed? _____

If you have a GED (High School Equivalency Diploma): Year Awarded _____ State Awarded _____

Name, City & State of Last High School Attended: _____

COLLEGES ATTENDED CITY & STATE	MAJOR FIELD	DEGREE AWARDED	DATES ATTENDED	
			FROM	TO

OTHER TRAINING (including business, trade, military, etc.)			TOTAL	
NAME OF SCHOOL	CITY, STATE	TYPE OF TRAINING	HRS.	WKS.

SPECIAL QUALIFICATIONS: (apprenticeships, skills, academic or professional awards, etc.)

OTHER QUALIFICATIONS: _____ Data Entry or Key Boarding skills _____ words per minute

_____ Power Tools or Motor Equipment (list tools and equipment below)

_____ Computer Skills (list specific hardware and/or software below)

_____ Other (list below)

GENERAL INFORMATION

INSTRUCTIONS: The information listed below must be completed by all applicants. Failure to complete this information truthfully may result in disqualification from consideration for County employment. Affirmative responses to these questions will not automatically exclude you from employment consideration. Applicants may attach additional sheets if necessary:

1. If you have had disciplinary actions taken against you by any previous employer, please describe the facts and circumstances.
2. Have you ever been discharged or asked to resign from any position for reasons other than disability?
 _____Yes _____ NO If yes, please explain.

DATE: _____ **SIGNATURE OF APPLICANT:** _____

EMPLOYMENT HISTORY

Instructions: List below, **beginning with your most recent position**, all of your work experience, including military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin. Please do not submit a resume in lieu of completing this portion of the application.

Name of Employer:	Employer's Address (Street, City, State, Zip Code):	
Type of Business:	Supervisor's Name and Phone Number:	
Your Job Title:	Do you supervise other employees? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Titles of Those You Supervise:
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Starting Salary:	Ending Salary:
Job Duties:		
Reason For Leaving:		

Name of Employer:	Employer's Address (Street, City, State, Zip Code):	
Type of Business:	Supervisor's Name and Phone Number:	
Your Job Title:	Did you supervise other employees? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Titles of Those You Supervised:
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Starting Salary:	Ending Salary:
Job Duties:		
Reason For Leaving:		

Name of Employer:	Employer's Address (Street, City, State, Zip Code):	
Type of Business:	Supervisor's Name and Phone Number:	
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Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Starting Salary:	Ending Salary:
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Name of Employer:	Employer's Address (Street, City, State, Zip Code):	
Type of Business:	Supervisor's Name and Phone Number:	
Your Job Title:	Did you supervise other employees? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Titles of Those You Supervised:
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Starting Salary:	Ending Salary:
Job Duties:		
Reason For Leaving:		

All applicants must provide at least three (3) employment related references:

- | | NAME | ADDRESS | TELEPHONE | RELATIONSHIP |
|----|-------|---------|-----------|--------------|
| 1. | _____ | | | |
| 2. | _____ | | | |
| 3. | _____ | | | |



Washington County

M A R Y L A N D

DIVISION OF
HEALTH & HUMAN SERVICES
DEPARTMENT OF HUMAN RESOURCES

I, _____, hereby provide consent to Washington County Board of Commissioners to conduct a full query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse.

I understand that if the full query conducted by Washington County Board of Commissioners indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Washington County Board of Commissioners without first obtaining additional specific consent from me.

I understand that Washington County Board of Commissioners will conduct annual limited queries as required by FMCSA.

I further understand that if I refuse to provide consent for Washington County Board of Commissioners to conduct a limited query of the Clearinghouse, Washington County Board of Commissioners must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date