

Lapeer County – Controller/Administrator

Lapeer County (population 88,619), on the borders of Genesee, Oakland, St. Clair and Tuscola counties, is currently seeking a County Controller/Administrator. The Lapeer County Board of Commissioners is seeking an individual with excellent leadership skills, energy, and proven communication skills, with experience in fostering regional and municipal relationships, along with experience in management, human resources, finance and economic development.

Summary of Responsibilities:

Under the general direction of the Board of Commissioners, carries out directives and implements policies of the Board related to personnel and employee relations, budget and financial management, purchasing, IT/cyber security, grant funding, and other areas as directed. Negotiates labor agreements, handles grievances, and works with legal counsel on litigated matters. Supervises staff engaged in financial management, personnel and employee relations, and provides other administrative support to the Board and departments. Supervises appointed department managers as assigned and serves as liaison between other agencies and the Board of Commissioners. Responsible for overseeing the county budget of \$115,887,850 (with a general fund of \$23,186,813 for 2023).

Experience and Qualifications:

Bachelor's Degree in Business or Public Administration or related field. Master's Degree preferred. Seven years of upper level administrative/supervisor experience in a local municipal government, with responsibility for budgeting, long term financial planning, finance, accounting, personnel, human resources, purchasing, and general administrative functions; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the job, public or private.

Salary Range: \$114,000 - \$159,000, plus excellent benefits, and MERS Defined Benefit Retirement and PEHP after vesting period.

How to apply: Submit a cover letter, resume and five professional references to:

Lapeer County Administration & Board of Commissioners
Attn: Doreen Clark, Assistant to Administrator
255 Clay Street, Suite 301
Lapeer, MI 48446
or email to dclark@lapeercounty.org

All submissions will be reviewed by the Lapeer County Board of Commissioners.

Lapeer County is an Equal Opportunity Employer.

You may also find the full job description and posting at www.lapeercountyweb.org

Deadline: November 23, 2022 or Until Filled

LAPEER COUNTY

ADMINISTRATION DEPARTMENT

COUNTY CONTROLLER/ADMINISTRATOR

General Summary

Under the general direction of the Board of Commissioners, carries out directives and implements policies of the Board related to personnel and employee relations, budget and financial management, purchasing, data processing, grant funding, and other areas as directed. Negotiates labor agreements, handles grievances, and works with legal counsel on litigated matters. Supervises staff engaged in financial management, personnel and employee relations, and provides other administrative support to the Board and departments. Supervises appointed department managers as assigned and serves as liaison between other agencies and the Board of Commissioners.

Essential Functions

1. Supervises staff responsible for personnel administration, finance and accounting, purchasing, data processing and other administrative functions. Includes responsibility for hiring, training, assigning work, approving leave time, reviewing and evaluating performance and dealing with employee relations issues.
2. Serves as liaison between the Board of Commissioners, the public, and County departments, carrying out directives and implementing policies of the Board. Researches and compiles information and prepares reports, documents, and communications for the Board of Commissioners. Oversees staff responsible for preparation of meeting agendas, correspondence, and other clerical and accounting functions for the Board.
3. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, and negotiations. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action.
4. Drafts policies for the Board for matters such as purchasing, budgeting, personnel, rules of procedures, and County facilities. Monitors and interprets adopted policies and procedures. Confers with department heads regarding policy matters and seeks to resolve management and operating problems within current policies and procedures. Reviews and develops policy as necessary to deal with new or changing circumstances for consideration by the Board, and advises departments regarding Board and Committee actions.

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ADMINISTRATION DEPARTMENT

5. Represents the County at meetings with local governmental and State officials; serves as resource on existing policies and issues.
6. Coordinates and supervises staff responsible for preparation of the annual County budget, including designing and coordinating the budget process, monitoring and collecting financial information, working with the Board on prioritizing capital items, making recommendations on funding levels for departmental budgetary requests, and preparing the final approved budget. Responsible for the general ledger, payroll, and accounts payable, and directs the compilation of periodic summary reports on the general ledgers, status of accounts, budget checkpoints, assets and liabilities of the County, and each fund.
7. Coordinates issues referred to Corporation Counsel, and seeks legal advice and opinions for the Board. Coordinates independent auditing services and other contractual and professional services.
8. Oversees staff responsible for the management and maintenance of all County facilities. Responsible for construction, remodeling, safety and security of all County facilities.
9. Coordinates personnel and employee relations programs for the County, interpreting personnel policies and labor agreements for department heads and staff, assisting department heads in responding to grievances, and serving as liaison to labor counsel. Serves as the County's chief spokesperson for contract negotiations; collects and compiles input and data on bargaining issues and coordinates the management bargaining teams.
10. Responsible for administration of the County's labor agreements, serving as an advisor to departments on employee relations issues, interpreting labor agreements, and representing the County in grievance hearings, arbitrations, and other labor related matters.
11. Oversees staff responsible for administration of the County's employee benefit program, recommending changes to the benefit program and negotiating changes as necessary.
12. Oversees staff responsible for the County's information systems, including the development, modification, and implementation of systems, and the purchase and maintenance of PC based and mainframe applications. Oversees other areas of technological development within the County.

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13. Oversees staff responsible for managing the County's property, liability, and worker's compensation insurance programs, meeting with third party administrators and counsel as necessary. Advises Board regarding claims and settlement options, as necessary.
14. Cultivates positive and productive relationships with the County Board, Appointed and Elected Department Heads, staff, and citizens.
15. Serves as the County's FOIA Appeal Officer and ADA Coordinator.
16. Serves as the County's Emergency Preparedness Coordinator. Oversees staff responsible for administering the program.
17. May serve as interim Department Head for various departments as assigned by the Board.

Other Functions

18. Performs functions related to the department under the County's Emergency Operating Plan.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's degree in business or public administration or related field. Master's degree preferred.

Experience: Seven years of upper level administrative/supervisor experience in a local municipal government, with responsibility for budgeting, long term financial planning, finance, accounting, personnel, human resources, purchasing, and general administrative functions; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the job, public or private.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

LAPEER COUNTY
ADMINISTRATION DEPARTMENT

FLSA Status: Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 19002

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

Working Conditions: Works in office conditions.