



Ottawa County
Deputy County Administrator

CLASS CODE	1026	SALARY	\$124,238.40 - \$169,582.40 Annually
BARGAINING UNIT	Unclassified	ESTABLISHED DATE	March 04, 2018
REVISION DATE	October 31, 2025		



Job Description

Reporting to the County Administrator, performs managerial and administrative duties to assist the County Administrator in directing and supervising the day-to-day operations of County departments, programs, and activities. Supports strategic and organizational planning, provides policy guidance, and oversight of assigned departments and programs. Assumes the responsibilities of the County Administrator as assigned or as required in his/her absence.

Essential Job Functions

The essential functions of this position include, but are not limited to, the following:

- Supervises departments and department directors, as assigned by the County Administrator.
- Acts on behalf of the County Administrator for designated purposes and is the acting County Administrator in his/her absence.
- Provides oversight for managers, professional staff, and support staff in accordance with established County policies and procedures and all applicable statutes and regulations governing the employment relationship.
- Participates in the hiring, termination, evaluation, and discipline of all subordinate staff.
- Performs research and staff assistance for the Board of Commissioners' standing, special, and ad-hoc committees; assists with formulation of committee agendas; follows up on action taken by the Board; may be assigned as primary staff liaison for one or more committees as assigned by the County Administrator.
- Assists in the development and monitoring of operating and capital budgets.
- Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.
- Performs research on operations of the County offices and departments; analyzes and evaluates funding requests for personnel and programs; prepares memos and recommendations as required.
- Initiates internal and external studies to improve the administrative organization and procedures in order to contain or reduce costs and make effective use of County resources; develops and maintains County business improvement plan.
- Periodically, oversees lobbyist function, reviews pending legislation, evaluates its effect on County operations and informs the County Administrator.
- Represents County Administration on collaborative entities including governing boards, commissions, and authorities at discretion of County Administrator.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Prepares and presents to a variety of formal and informal audiences throughout the County and state.
- Serves as member and/or chair of various work teams at the direction of the County Administrator.
- Performs those day-to-day activities that are required to keep the department functioning effectively, but are not specifically related to assignment.
- Performs other duties as assigned.

Required Education, Training and Experience

Master's degree from an accredited university in Public Administration, Business Administration, or a related field, combined with a minimum of six (6) years of progressively responsible experience in public administration; or an equivalent combination of education and experience. These qualifications are guidelines as other combinations of education, experience, skills, and abilities may be considered.

Additional Requirements and Information

Required Knowledge, Skills, and Abilities:

Strategic Thinking/Visionary: Must be highly skilled at organizational leadership and strategic planning. Must be creative and innovative and able to develop new ways of looking at problems and arriving at solutions. Must be able to grasp information quickly and demonstrate an ability to manage highly complex issues. Able to consider the relative costs and benefits of potential actions and to choose the most appropriate one. Identify complex problems and review related information to develop and evaluate options and implement solutions.

Honesty and Integrity: Must be trusted and respected both professionally and by citizens, colleagues, staff, and elected officials. An unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity. Even disposition and temperament and be able to take constructive criticism without being defensive. Must represent the County in a positive manner, including being neutral at all times concerning political issues.

Strong Subject Matter Knowledge: Expected to provide resolute leadership, advice, and guidance. He or she will need to quickly establish himself/herself as the expert on a broad range of County issues. Knowledge of public sector management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordinator of people and resources. Skills to establish annual goals and objectives as well as long-term plans.

Legal Environment Knowledge: Knowledge of the public sector as it relates to the legal environment, such as an understanding of local government and its duties, and a basic understanding of laws, public acts, regulations, and the democratic political process.

Exceptional Interpersonal Skills: Have exceptional skills and the ability to build trust with diverse individuals, staff, and community partners. Must be adept at maintaining strong, reliable and committed working relationships. Ability to effectively communicate, verbally and written, ideas and solutions so all stakeholders can understand.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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Ottawa County is an Equal Opportunity Employer.

Physical Requirements:

The candidate must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

Working Conditions:

Work is performed in a normal office environment and various sites throughout the community.