



a great place to work

Alegany

COUNTY
New York

Now Seeking Qualified Candidates for: County Administrator



about allegheny county

Nestled in the foothills of the Allegheny Mountains, amidst a pastoral setting of rolling hills, lush valleys, and picturesque lakes and streams, you'll find a relaxed and unhurried way of life in Allegheny County.

Allegheny County's low cost of living, abundance of affordable housing, safe and close-knit communities, and wide range of outdoor recreation activities for every season are some of the reasons nearly 49,000 residents proudly call Allegheny County their home. Located in Western New York's historic Southern Tier, Allegheny County is close to the major cities of the Northeast but just far enough away to enjoy our natural beauty and avoid the traffic!

Discover Allegheny County and travel through its 29 towns and 10 villages in search of outdoor adventure and cultural enchantment. Among our seasonal festival favorites, you can immerse yourself in a scenic autumn walk/run through the woods, explore the culinary possibilities of garlic, admire the skill of celtic games, relive history in a Civil War reenactment, or take in the beauty of hot air balloons soaring down the river valley.

Throughout Allegheny County you can find a variety of live music to enjoy all through the year from summertime music on the lawn to coffee house open mic nights to orchestral performances at our colleges. Whether you are inspired by our local artisan community or by our University art and design students, the artist in you will find many opportunities to enjoy the creations of others or to develop your own skills through a variety of class offerings.

Above all, you will find no shortage of ways to explore the scenic beauty of Allegheny County. With 46,307 acres of state forest and 2,050 acres of county forest, there are plenty of publicly accessible woodlands to enjoy. Additionally, Allegheny County is home to 55 miles of the Genesee River and several bodies of recreational water including two lakes. Several golf courses, a ski resort, an ATV park, hiking and snowmobile trails, and two equestrian centers are some of the other avenues to enjoy outdoor sporting.

Allegheny County is home to major employers like Alstom, Otis-Eastern, and Saputo as well as many smaller entrepreneurs and businesses ranging from traditional agricultural operations to construction companies with over 100 years of family owned operation to newly formed enterprises such as a brewing company. Our businesses and organizations benefit from the promotion of three Chamber of Commerce organizations, a County-wide young professionals group, and the accessibility to over 1,600 annual graduates from our three nationally-ranked colleges located in the county: Alfred University, Houghton College, and SUNY Alfred.

Looking to our future, you will find Allegheny County promoting economic development through a variety of tools. There's room to grow in Allegheny County with access to a business incubator and industrial parks, participation in the maker movement through Maker City, and the Industrial Development Agency's plan for a multi-million dollar hotel, fuel, and restaurant project at the crossroads of I-86 and NYS Route 19.



about the position

Formed in 1806, Allegany County is governed by a system of legislative administration embodied by a fifteen-member Board of Legislators. The Board is made up of five districts, with each district electing three representatives to serve a four-year term on the Board of Legislators; the current Board began their term in January of 2018.

Annually, the Board organizes itself by selecting a Chairman of the Board who, among other duties, organizes and coordinates the activities of the Board including the formation of the seven standing committees of the Board: Human Services, Personnel, Planning and Economic Development, Public Safety, Public Works, Resource Management, and Ways and Means.

The 2019 operating budget for Allegany County is \$123 Million for a fiscal year ending on December 31st. The County's labor force consists of approximately 500 employees spread across 26 departments.

The position of County Administrator was created in 1992 to serve the Board as the chief administrative officer. The duties of the Administrator are prescribed by local law and the position is appointed by, and directly responsible to, the Board of Legislators.

The chief objective of the position is to aid in the day-to-day administration of government, and to work with the Board, standing committees, and the various County departments and agencies to ensure a coordinated and organized implementation of county government. The general duties of the position include:

- Implementing Board directives
- Developing and providing recommendations for policy, procedures, and government operations
- General supervision of all County Departments and agencies with department and agency heads responsible to and reporting to, the Administrator
- General direction of all labor relations activities, including the responsibility for collective bargaining, contract administration, grievance processing, and the administration of county work rules
- Working closely with the elected County Treasurer to prescribe the forms of financial reports.
- Making recommendations to the Board for approval all bills, vouchers, and claims
- Traditionally, the County Administrator is also appointed County Budget Officer and County Auditor

Since the creation of the office, the County has had three Administrators. The current Administrator is not a candidate vying for continued service in the position but is serving on an interim basis to aid with the transition.

Salary for the newly appointed administrator is commensurate with experience and education. Benefits include affordable health insurance and membership in the New York State retirement plan.



about the position

Successful candidates must demonstrate the following qualifications:

- Possession of a Bachelor's Degree from an accredited college or university with seven years paid full-time management experience in a private or public business or industrial enterprise; or
- Possession of a Master of Public Administration or Master of Business Administration Degree with five years paid full-time management experience in a private or public business or industrial enterprise; or
- An equivalent combination of education, training, and managerial experience listed above.

The County Administrator is a steward of public funds and must possess an understanding of public finance and the ability to develop and manage a large, complex budget including the necessary skills to manage capital improvement plans. The Administrator must be able to analyze and project short and long-term costs, benefits and revenue sources for new initiatives, and have creativity in approaching new programs and financial solutions for Allegany County.

The County Administrator must be a relationship builder and must be adept at working with and for an elected Board to include vetting and presenting well thought out ideas and initiatives. The Administrator will need to work to enhance the delivery of services through participation in intergovernmental relationships and collaborations.

It is expected that the County Administrator will be active in the community and be a participant in local civic organizations and activities. The Administrator should be able to identify community stakeholders and be effective in establishing working relationships. Possession of strong communication skills with all levels of constituents to include staff members, citizens, Board members and outside agencies is required. The Administrator is expected to be self-aware, listen well, and be skilled at facilitation and engaging public discussions to achieve positive outcomes for the organization and the community.

The Administrator should be a team builder and should appreciate the importance and value of County staff members and work to effectively build and utilize their knowledge, skills, and abilities through development and sustainment of teams. The Administrator must have the skills to recognize when change is necessary and have the skills to implement change effectively. The Administrator should be open to receiving staff feedback and have the ability to train department heads and staff to effectively communicate with the Board, community groups, and individual constituents. It is expected that the Administrator will develop work plans for each department that have clear objectives and performance measures.



Application & Selection Process:

Resumes must be received by the close of business on February 28, 2019.

Qualified candidates should submit their resume, cover letter, list of references, and any applicable information to:

Tim Boyde
County Administrator
7 Court Street
County Office Building, Room 207
Belmont, NY 14813