

Career Opportunity **County Administrator**

Application Deadline: February 28, 2019

Allegany County is seeking qualified candidates for appointment to the position of County Administrator. The candidate must be a permanent resident of Allegany County within six months of appointment and must maintain county residency during the length of employment.

Salary is commensurate with experience and education. Allegany County offers excellent employment benefits including affordable health insurance and membership in the New York State retirement plan.

County Administrator's Office

The County Administrator is directly responsible to the fifteen-member Board of Legislators and performs the function of chief administrative officer.

Duties include, but are not limited to:

- Implementing Board directives;
- Developing and providing recommendations for policy, procedures, and government operations;
- General supervision of all County departments and agencies;
- General direction of all labor relations activities, including the responsibility for collective bargaining, contract administration, grievance processing, and the administration of county work rules;
- Providing recommendation to the Board for approval of all bills, vouchers, and claims; and
- May also serve as the separately appointed County Budget Officer and County Auditor.

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.

Applying

Please submit your 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

Please visit our website at www.alleganyco.com for more details on the position.