

**ANTRIM COUNTY  
DEPUTY COUNTY ADMINISTRATOR  
Job Description**

**Job Title:** Deputy County Administrator  
**Reports To:** County Administrator  
**Location:** Antrim County Building

**SUMMARY**

Under the direct supervision of the County Administrator, assists with the development and implementation of Board of Commissioner goals, policies, and procedures. Provides professional support and project management for the Board of Commissioners; prepares numerous budgets. Also, develops plans and implementation programs for the utilization of land and physical facilities while considering impacts on the environment, economy, infrastructure, and land use and, on behalf of the County, assists with the coordination of these activities with federal, state, regional and municipal level laws and governing bodies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties and responsibilities are not all inclusive, and may vary from time to time:*

1. Stands in for the County Administrator in his/her absence.
2. Assists the County Administrator with providing policy alternatives and recommendations to the Board of Commissioners
3. Assists the County Administrator in preparing meeting agenda and providing information and recommendations to various commissions, boards and committees including but not limited to: the Economic Development Corporation; Planning Commission, Solid Waste and Recycling Council; Antrim Creek Natural Area Commission.
4. Attends meetings and prepares meeting minutes as directed.
5. Works with the County Administrator, departmental staff, and elected officials to ensure a smooth flow of information and materials to the Board of Commissioners.
6. Assists with and/or develops specifications for special projects of the Board of Commissioners in accordance with existing policies. May work with the selected contractor to ensure that awarded work is completed to specification.
7. Assists with the review of contracts.
8. Works with appointed and elected department heads to assist the County Administrator with the implementation of the goals and directives of the Board of Commissioners.
9. Responsible for the preparation of the Antrim County Capital Improvement Plan and revisions to the Antrim County Master Plan and other related plans.
10. Assists Planning Commission with review of township amendments to their master plans and zoning ordinances.
11. Prepares budgets for Resource Recovery, Planning Commission, Planning Department, the Economic Development Corporation, the Brownfield Redevelopment Authority, Glacial Hills, Recycling, and works with the Parks Manager to prepare budgets for the

following: Antrim Creek Natural Area, Cedar River Natural Area, Mohrmann Natural Area, Murphy Park, Notewares Landing, Wetzel Lake Park, and Willow Day Park.

12. Assists with the monitoring and maintenance of the Antrim County website.
13. Prepares grants applications and receives and administers grants and financial aid from outside sources when not specifically assigned to another County department.
14. Assists in administration of the Antrim County Solid Waste Management Plan.
15. Attends and reports on meetings of special interest to the County; attends regional planning meetings as directed. Attends training conferences.
16. Keeps current on changes in state statutes pertinent to both the County and to the County's local units of government with an emphasis on planning-related changes. Communicates planning-related statutory changes to the Board of Commissioners and the local units.
17. Performs other duties as assigned.

### **SECONDARY FUNCTIONS**

1. Testifies as necessary at public and judicial hearings.
2. Represents Antrim County when the County is seeking a zoning permit or planning approval for its own projects when located in another government's jurisdiction.
3. May review and evaluate environmental impact reports applying to specified private and public planning projects and programs.
4. Conducts short and long range studies, gathering related information and conducting necessary field work to guide County and local officials in making decisions regarding community development and land use planning, as directed.
5. Conducts technical reviews, site inspections and makes recommendations to the Planning Commission, as directed, on specific project proposals, such as road construction, farmland preservation (P.A. 116) applications, capital improvements, state clearinghouse reviews, review of environmental impact assessments and statements, soil erosion appeal cases, Conservation Resource Alliance project applications, grant applications.
6. Attends local governmental meetings, as directed. Informs local governments of changes in the zoning and planning fields, and answers questions and acts as a county-wide resource on zoning and planning activities.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

1. High school diploma or GED equivalent.
2. Bachelor's degree in planning, administration or closely related field. Experience in a planning or municipal administration office preferred.

Necessary Knowledge, Skills and Ability:

1. Possess excellent written and verbal communication skills.
2. Public speaking.
3. Possess a good working knowledge of planning and zoning principles.

4. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to completion; ability to establish and maintain effective working relationships with other employees, officials and the public.
5. Ability to operate listed tools and equipment, and work aids which may be representative *but not all inclusive*, of those commonly associated with this type of work.
6. Ability to maintain regular, daily attendance.

### **SPECIAL REQUIREMENTS**

Must possess or be eligible to possess a valid Michigan driver's license.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, database, website software, and spreadsheet programs; blue prints, local ordinances, measuring scales, preliminary plans, charts; calculator, telephone, copy machine, projector.

### **PHYSICAL REQUIREMENTS**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Prolonged periods of sitting to operate computer equipment for several different functions (including detailed examination of video terminal displays).
3. Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, perform site specific studies and evaluations.
4. Prolonged standing while giving presentations, and while preparing maps and charts.
5. Periodically bending, stooping and kneeling to move items weighing up to 40 pounds from the floor to overhead to obtain stored records, books, files; and to operate various field equipment (soil auger, shovel, tape measure, etc.).
6. Repeating the same hand and finger motion, including finger dexterity, many times in order to operate computerized drafting and mapping equipment.
7. Driving on the job and at night to attend various meetings, site inspections, and other functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Works inside in office conditions most the time.
2. Works outside periodically despite weather conditions, exposure to environmental allergens (grasses, weeds, pollens, trees), and possibly extreme weather conditions (snow, rain, heat) due to little flexibility for scheduling.
3. Regularly travels to other locations.

4. Periodically subject to irregular or extended working hours; breakfast, lunch, dinner, evening and possibly Saturday or Sunday meeting(s).
5. Subject to work related calls after hours.

The noise level in the work environment is usually moderately quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The job description of essential duties does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

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Peter Garwood, County Administrator

Effective Date: February 13, 2019