

Antrim County is accepting applications for the position of **Deputy County Administrator**.

Responsibilities include: 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; develops plans and implementation programs for the utilization of land and physical facilities on behalf of the County; assists with the coordination of these activities with federal, state, regional, and municipal level laws and governing bodies.

Minimum qualifications include a bachelor's degree in administration or closely-related field, excellent written and verbal communication and public speaking skills, computer skills (BS&A, computer graphics, and website experience preferred), knowledge of planning and zoning principles. Experience in a municipal administration office preferred. The 2019 beginning salary of \$45,489.98 is based on 37.5 hours/week. The position has two salary step increases within one year of employment, and includes a full benefits package. An application and position description are available at the Human Resources Office, Antrim County Building, 203 E. Cayuga, PO Box 187, Bellaire, MI 49615 or downloaded from www.antrimcounty.org/employment.asp. Forward application and resume to Stephanie Murray, Director of Human Resources at murrays@antrimcounty.org. Position is open until filled. Antrim County is an equal opportunity employer.