

JUAB COUNTY CHIEF ADMINISTRATIVE OFFICER RECRUITMENT ANNOUNCEMENT

This will be a concurrent recruitment for both internal Juab County applicants and external applicants.

This is an exempt position appointed by the Juab County Commission and serves at the will and pleasure of the County Commission.

POSITION TITLE: JUAB COUNTY CHIEF ADMINISTRATIVE OFFICER

WORK LOCATION: 160 N. Main Street, Nephi, Utah.

COMPENSATION: This is a full time position with health, dental and life insurance and retirement benefits. Actual salary to be determined based on past work experience and qualifications.

Application Deadline: August 22, 2018 at 5:00 pm

Anticipated Employment Start Date: October 1, 2018

JOB DESCRIPTION: Position is responsible for countywide leadership, fiscal management and implementation of major policies and procedures. Candidate should demonstrate leadership, organizational skills and a proven record of managing people through a collaborative team approach.

Under general guidance and direction of the Juab County Commission, performs the following duties:

1. Serve as Chief Administrative Officer for the County Per County Ordinance 2-1-7.
2. Serve as Juab County and Juab Special Serve Fire District Chief Budget Officer. Includes meeting with Elected Officials, Department Heads and Fire Chiefs in order to amend and build the annual county budget.
3. Serve as Administrator and Clerk of the Juab Special Service Fire District
4. Serve as Human Resource Director and Benefits Coordinator.
5. Serve as Purchasing Director.
6. Attend County Commission, Juab Fire District, and JRDA Board meetings, provide input and accept related assignments.
7. Recommend and advise commission, elected officials and department heads on personnel and purchasing ordinances, laws, policies and rules.
8. Administer Juab County merit pay plan under the direction of the County Commission.

9. Perform financial analysis for county programs under the direction of the County Commission.
10. Carry out policies and programs established by County Commission
11. Notify Commission Chairman immediately of emergency or critical situations.
12. Supervise Landfill Manager and operations to insure compliance with landfill laws, rules and regulations.
13. Carry out other duties as assigned by the County Commission.
14. Assist County Commission in general oversight and management of the County as prescribed by the County Commission.
15. Serve as county liability insurance and risk management coordinator.
16. Provide administrative support for County Commission in all functions requested.
17. Recommend to Commission and Fire Board plans, programs, regulations, procedures, and policies that will improve operations.
18. Serve as a resource for elected officials and department heads in such areas as general management of their departments, budget preparation and management, purchasing and personnel management.

MINIMUM REQUIREMENTS: Bachelor's Degree with major study in Accounting preferred. Minimum 5 years' experience in accounting, human resource management, and general administration or supervisory duties or any combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must possess a current Utah drivers' license; Must be a U.S. citizen. Good quality oral and written communications skills required. Ability to professionally and effectively manage time, priorities and personnel in order to accomplish the ever changing needs of Juab County. Must be a proven and visionary Manager and Leader.

TO APPLY: Submit a completed county employment application (available at: www.juabcounty.com under "permits and licenses"), resume and cover letter including: **1)** a summary of work experience, **2)** a summary of higher education and/or degrees completed, **3)** a signed statement identifying any relatives employed by Juab County and the specific nature of the relationship. *Send to: Chief Administrative Officer Recruitment, c/o Juab County Human Resource Department – Room 210, 160 North Main Street, Nephi, UT. 84648*, no later than August 22, 2018 at 5:00 pm.

Juab County is an Equal Opportunity Employer