

Recruitment Notice

Ontario County Administrator

THE POSITION

Ontario County seeks a qualified candidate for the position of County Administrator. This chief administrative position is responsible for the overall administration of Ontario County government under the direction of the 21 members of the Ontario County Board of Supervisors.



The County Administrator will oversee day-to-day departmental operations of the County and its 22 departments, carrying out the directives of the Board of Supervisors efficiently, economically, and effectively. The County Administrator assists the County Board of Supervisors with short- and long-term capital and fiscal planning to manage a \$240 million annual budget. This position is appointed by the County Board of Supervisors for a term of two years at the pleasure of the Board of Supervisors.

2020 Minimum Starting Salary: \$147,573, plus comprehensive benefit package

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Human Resources Management, Business Administration, Labor Relations, or a related field required, Master's Degree preferred
- At least 8 years executive and management experience in a large, complex organization, government preferred
- Proven experience in leadership, budget/financial management, inter-governmental relations, and organizational development

Apply Online and upload resume at <https://ontario-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: AUGUST 14, 2020

Ontario County is an Equal Opportunity Employer

ONTARIO COUNTY

Ontario County is a fiscally and economically stable County Government in the heart of the Finger Lakes Region of New York State and has a population of approximately 108,000. The City of Canandaigua serves as its county seat. Other municipalities within the County's geographical boundaries include the City of Geneva; Towns of Bristol, Canadice, Canandaigua, East Bloomfield, Farmington, Geneva, Gorham, Hopewell, Manchester, Naples, Phelps, Richmond, Seneca, South Bristol, Victor, and West Bloomfield; and the Villages of Bloomfield, Clifton Springs, Manchester, Naples, Phelps, Rushville, Shortsville, and Victor.

Ontario County Mission

Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

Ontario County Vision

A vibrant community where every citizen has the opportunity to be healthy, safe and successful