

**DEFIANCE COUNTY  
JOB DESCRIPTION**

<b>Position Title:</b>	Deputy County Administrator	<b>Civil Service Status:</b>	Unclassified
<b>Department:</b>	Commissioners' Office	<b>FLSA Status:</b>	Non-Exempt

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**Job Purpose:**

The primary objective of this position is to assist the County Administrator in overseeing the daily operations of county government. This role involves coordinating departmental activities, implementing policies set by the Board of Commissioners, managing projects, and ensuring efficient delivery of public services. The Deputy acts on behalf of the County Administrator in their absence and plays a key leadership role in strategic planning and organizational management.

**Essential Functions:**

Serves as Human Resources Clerk with the following duties but are not limited to, creating and maintaining personnel files for employees, including Employment Eligibility verification Form (I-9), maintaining time and attendance records, and preparing payroll for Commissioners' Departments. Implements and coordinates HR training for supervisors and department heads. Implement standardized forms for various personnel items and update as needed.

Prepares and maintains Family Medical Leave Act (FMLA) documents and follow-up for Doctor's Certification for employees under the Commissioners' supervision, and upon request, assists with these duties for departments under the supervision of other Appointing Authorities.

Prepares Equal Employment Opportunity (EEO4) Reports, GAAP Statement Information for years of service and compensatory time for employees under the Commissioners' supervision and submits to appropriate agency.

Maintains unemployment records and verifies any billings for unemployment compensation paid to former County employees.

Administers and manages all aspects of the County employee benefit programs including Health, Prescription, Life, Optional Coverages and COBRA. Creates, researches and prepares various reports, forms, etc. to comply with Federal laws including health care reform reporting.

Assists County Administrator, Elected Officials and Department Heads with all aspects of Human Resource issues.

Invoices departments for necessary expenditures for reimbursements and track payments; including cost allocation.

Assists the County Administrator with financial reporting.

Independently plans, oversees and documents all aspects of a project and/or program as assigned by the Board of County Commissioners or County Administrator.

Serves as an official representative of the Commissioners' Office to include answering

questions, providing information, and directing inquiries to appropriate department/official.

Maintain the County website. Work with vendors to implement and adjust as needed. Make adjustments when directed by Elected Officials and department heads.

Consistent and reliable attendance.

Ability to get along with others.

**Additional Functions:**

Primary back up to the Clerk. Serve as Deputy Clerk as needed.

Serves as the back up to the financial reporting duties of the Family and Children First Coordinator.

Process the back end of pay-ins. Track for cost allocation purposes.

Performs general clerical support and assistance as required.

Secondary back-up for Office Assistant duties when they are absent.

Performs other duties as assigned by Board of Commissioners and County Administrator.

**Minimum Qualifications:**

Completion of secondary education or equivalent plus work related experience and proficiency in using office productivity software/computers. Must have general knowledge of human resource management. Must possess a valid State of Ohio Motor Vehicle Driver's License and an acceptable driving record.

**Job Requirements:**

Ability to use standard office equipment and related software.

Possess a Notary Commission or ability to obtain.

**Critical Skills:**

Ability to communicate effectively, both orally and in writing.

Ability to interact in a positive, professional manner with other County offices/personnel and the general public, both in person and over the telephone.

Ability to work effectively with individuals who may be upset, distraught or irate.

Ability to accurately complete and maintain records, reports and forms.

Ability to work independently, follow oral and written instructions, exercise sound judgment and maintain accurate record/file systems.

Ability to collect, collate, organize, classify and retrieve data and information and perform multiple tasks simultaneously.

Ability to maintain confidentiality of information and records.

Working knowledge of personal computers, office productivity software and the ability to use and operate them on the job.

Knowledge of standard office procedures, County government agencies, procedures, operations and resources, and Departmental policies, practices and guidelines and the ability to apply as they relate to the assigned duties.

**Physical Effort and Working Conditions:**

**Physical Requirements:** The work of this position is performed in a standard office setting. However, the incumbent in this position must have considerable mobility. The work activities of this position require continuous light to moderate physical exertion necessitating full and unrestrictive body movements and use of all limbs and major muscle groups.

**Physical Activity:** The incumbent in this position is regularly required for frequent or prolonged periods to sit, stand, balance, stoop, climb, bend, reach, walk, push, pull, lift (up to 15 lbs. or more), carry, finger, grasp, crouch, kneel, feel, talk, hear and perform repetitive motions.

**Visual Activity:** The incumbent must be able to see at close distances, beyond arm's reach and requires viewing a computer terminal and proofreading information.

**Working Conditions:** The incumbent works inside with protection from weather conditions and is not exposed to adverse environmental conditions. However, the incumbent may be exposed to such adverse conditions on an infrequent basis, such as while running errands.

**Safety Equipment:** N/A

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ACKNOWLEDGMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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Employee

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Date

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Employee's Supervisor

\_\_\_\_\_  
Date