

Tompkins County

Deputy County Administrator

2018 SALARY RANGE: \$89,752 to \$97,510/yr.
New York State Retirement and an Excellent Benefits Package



The Position

The Deputy County Administrator reports to the County Administrator and provides oversight of several departments, major projects, and interdepartmental initiatives. In addition, the Deputy County Administrator works closely with the County Legislature, community and business leaders, and other state and local governmental officials.

The Deputy Administrator will also work with the County Administrator in recommending an annual budget, making recommendations on appropriate matters of business, representing the County in dealing with various agencies and performing other duties assigned by the County Administrator.

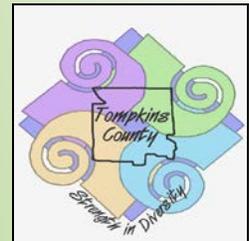
Tompkins County's FY2018 adopted operating budget is \$180 million, powered by 750 employees in more than 30 departments, divisions and offices. In addition to the County Administrator and Deputy County Administrator the department has 7 FTEs which includes a Compliance Coordinator, Contracts/Risk Manager, STOP DWI Coordinator, Criminal Justice/Performance Management Coordinator; Budget Coordinator, Public Information Officer and administrative support.

There is a culture of innovation in Tompkins County government, where collaboration and initiative are strongly encouraged.

Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides its Deputy County Administrator with a wide range of responsibilities intended to realize those values.

The Deputy County Administrator will serve as an integral member of the organizations leadership team, responsible for developing and sustaining an inclusive culture that enables a diverse workforce to perform at the highest level.



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T O M P K I N S C O U N T Y

Why Apply?



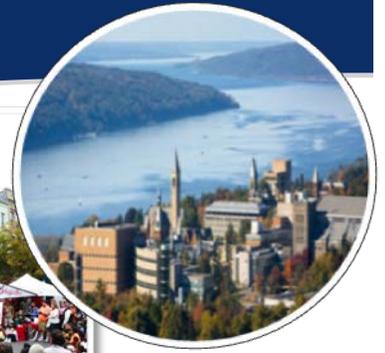
Tompkins County is one of the most beautiful and livable areas in the entire United States. The County, with a population of 105,500 (2016 est.), is located in the beautiful Finger Lakes Region of upstate New York. Tompkins County is situated at the southern tip of majestic Cayuga Lake in an area of dramatic gorges and waterfalls. The people of Tompkins County are welcoming, civically engaged and diverse.

Form of Government

Tompkins County is governed under home rule, which provides for the separation of the Legislative and Executive Branches of government. The Tompkins County Charter was approved in 1968 and took effect in 1970. The County has a Legislature-Administrator form of government where a 14-member legislature elected from single member districts appoints a County Administrator who oversees and coordinates the operations of county government to successfully carry out the policies of the County Legislature. Legislators are elected to four year terms. Other elected officials include the District Attorney, Sheriff, and County Clerk.

The Community

The County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.)



has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region.

Dear Colleague –

Tompkins County is currently seeking a Deputy County Administrator. I invite you to review the position details to see whether you might be a good fit for our organization and this important leadership role. Tompkins County is an equal employment opportunity employer. All qualified persons who have experience serving a diverse clientele are encouraged to apply. If this opportunity is not of interest to you, please feel free to share it with other professionals.

Amy Guererrí, Commissioner of Human Resources

aguererri@tompkins-co.org
607.274.5526

T O M P K I N S C O U N T Y

Minimum Qualifications

In order to qualify:

The successful applicant will meet or exceed the following:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in the Social Sciences, Planning or Public Administration, Accounting, Business Administration, Economics, Law or any other advanced degree a related field **AND** three years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in the Social Sciences, Planning or Public Administration, Accounting, Business Administration, Economics, or a related field **AND** five years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a), or (b) above.

Preferred qualifications include at least three years progressively responsible leadership, management, and supervisory experience in a diverse county government, similar local government organization or complex organization and a demonstrated record of success in the following key areas: overseeing complex projects and/or operations; serving as a trusted advisor and providing data-driven solutions; working effectively with elected officials; coaching and mentoring managers and key staff; and working collaboratively with internal and external stakeholders.

The Ideal Candidate:

The Deputy County Administrator will be someone who communicates well both verbally and in writing, and who is also a good listener. The Deputy Administrator will serve as a sounding board for the County Administrator, with an ability to interpret complex issues, and translate information in a manner easy to understand. The individual must be able to foster and maintain partnerships across agencies and organizations enhancing the County's ability to meet community needs. The ideal candidate will be civic-minded, self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing staff. As a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace, the candidate will be committed to innovative problem solving, customer service, and performance excellence.

The Deputy Administrator will have a proven track record of building and maintaining morale through effective teambuilding, advocacy and consistency in approach, with a demonstrated commitment to ongoing staff training and professional development to build skills, achieve performance excellence, and advance desired growth potential. The ideal candidate has successfully led divisions, departments, local government organizations or other complex private/not-for-profit organizations with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives, and will review and improve business and operational processes while embracing change. Acting on behalf of the County Administrator in a variety of formal and informal settings, the Deputy Administrator will be expected to appropriately represent the interests of Tompkins County, the County Legislature and County Administration.

View the Civil Service posting here <https://www.tompkinscivilservice.org/civilservice/post/3468>

Apply Online

<https://www.tompkinscivilservice.org/civilservice/apply/3468>

Confirm that you meet the minimum qualifications. Create your profile to continue. Complete the application and upload a cover letter, CV or résumé, list of professional references, and any other supporting documentation you would like the County Administrator to consider.

Call 607-274-5520 for assistance with any problems.