

**INGHAM COUNTY  
JOB DESCRIPTION**

**CONTROLLER/ADMINISTRATOR**

**General Summary:**

Appointed by and under the general direction of the Board of Commissioners, the Controller/Administrator is the chief fiscal and administrative officer for the County. The Controller/Administrator works closely with the Board of Commissioners and its committees, the various County officials and departments, and the public in identifying issues and problems and facilitating their resolution. The Controller/Administrator also directs the central administrative functions of the County government and is liaison on behalf of the Board of Commissioners between county officers, department heads, and the general public. A primary responsibility of the Controller/Administrator is to present a balanced budget for consideration by the Board of Commissioners in accordance with the Uniform Budgeting Act of 1978. The Controller/Administrator is also a member of the County Building Authority and the City/County Building Authority which oversees various building projects as assigned by the Board of Commissioners.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

**A. Board of Commissioners, County Departments & Others (55%)**

1. Meets with Board Leadership periodically to identify issues, determine strategies, and set priorities for addressing same.
2. Discuss issues status and problems with Board Chairperson, Board Leadership, and other Commissioners as appropriate.
3. Advises Commissioners of pending issues and current status.
4. Directs and does research on problems and issues as necessary; develop alternatives and recommendations for Board consideration.
5. Directs and coordinates staff support for various County Board committees.
6. In conjunction with Board Leadership and committee staff, establishes committee agendas.
7. Provides staff support for Finance Committee.
8. Communicates with elected officials, department heads, other agencies, and the general public to resolve or to facilitate resolution of their concern or request.
9. Advises elected officials, department heads and other agencies of relevant policies approved by the Board of Commissioners.
10. Implements Board adopted policies as directed.
11. Responds to inquiries from the press and the public regarding items of County business.

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**B. Central Services (25%)**

1. Hires, supervises, evaluates, and monitors the performance of the directors of the County's central administrative functions not within the jurisdiction of a County-wide elected official: Financial Services (accounting, payables, payroll); Purchasing, Facilities, Management Information Services (computers and telephones); Human Resources (recruitment and labor relations); and Budgeting. May discipline or terminate as appropriate.
2. Hires, supervises, evaluates, and monitors the performance of immediate staff in the Controller's Office, including the Deputy Controller for Administrative Services / Personnel, the Deputy Controller for Law and Courts and Human Services, and the Administrative Secretary. May discipline or terminate as appropriate.
3. Hires, supervises, evaluates, and monitors the performance of the staff assigned to the County Economic Development Corporation. May discipline or terminate as appropriate.
4. Provides administrative supervision of the Equalization Director, Community Corrections Manager and the Board Coordinator to the Board of Commissioners.
5. Works with Central Service department directors and others being supervised to develop department objectives and annual work plans; monitors progress on implementing agreed upon plans.
6. Resolves coordination problems associated with implementation of various central service activities; establishes priorities and interprets policies as needed.
7. Provides guidance and direction to departmental directors in implementing plans and in responding to new or unusual problems.
8. Promotes good working relationships between Central Service department directors and with departments being served.
9. Resolves problems between Central Service departments and departments being served; responds to complaints.
10. Directs preparation of the annual reports for the Controller/Administrator's Office and the departments under the supervision of the Controller/Administrator.

**C. Budget 15%**

1. Provides overall direction and priorities to be included in the Controller/Administrator's recommended budget.
2. Meets with Board Leadership to determine and establish budget parameters.
3. Recommends policies pertaining to County budgeting policies.
4. Recommends actions with respect to addressing major budgetary problems which may arise.
5. Presents and defends recommended County budget to departments, board committees and others.
6. Reviews and approves budget staff recommendations for specific budget actions.
7. Meets with departments and agencies requesting County funds for budget review.
8. Approves or disapproves requested budget transfers; where necessary, recommends approval or disapproval of budget transfers.

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9. Reviews and approves analyses, schedules and documents as prepared by budget staff to be included in budget documents.

**D. Building Authority (5%)**

1. Serves as Secretary of the Building Authority, which is composed of the Controller/Administrator, the County Attorney, and the County Treasurer. Also serves on the City of Lansing / Ingham County Joint Building Authority.
2. As part of the Building Authority, oversees the financing and construction of building projects as authorized by the Board of Commissioners.
3. As part of the Building Authority, selects appropriate financial consultants and bond counsel and construction management personnel to implement designated projects.
4. Works with selected consultants to prepare necessary information for achieving bond ratings, and to effectuate the sale of bonds.

**Other Functions:**

1. None listed.

**Employment Qualifications:**

**Education:** Master's degree preferred in Public Administration, Business, or related field, minimum of a bachelor's degree.

**Experience:** Eight years of related experience. The ideal candidate must have a thorough knowledge of the principles and practices of local and state government fiscal and administrative operations, knowledge of Michigan government is particularly desirable; excellent communication, managerial and financial skills; be an enthusiastic team builder; and possess the ability to confer with department heads, county and regional officials to resolve problems and remote the region. Additionally, he/she should possess the ability to work well with the Board, elected officials, employees, unions, governmental officials, and the public; possess honesty, openness, and trustworthy characteristics, and sensitivity to social and societal issues; and possess the ability to embrace diversity.

**Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

**Working Conditions:**

Works in office conditions.

Per Resolution #07-034