

NOTICE

There is a job vacancy in the **BAY COUNTY EXECUTIVE'S OFFICE.**

JOB TITLE: **Director of Administrative Services,
Recreation and Buildings and Grounds**

PAY GRADE: **\$62,254 per year entry, progressing to
\$73,237 per year, after 4 years (MN14)**

Full-time, non-represented, position with benefits

General Summary:

The Director of the Administrative Services, Recreation and Buildings and Grounds Departments serves under the general supervision of the County Executive.

TYPICAL DUTIES:

1. Assists the County Executive with development of new programs and initiatives through planning and analysis, and reports findings back to the County Executive, Board of Commissioners, board committees, etc.
2. Attends meetings of various civic and governmental bodies on behalf of the County Executive, and represents the County Executive at Community events.
3. Explores and develops state, federal, and private grant funding opportunities with the Executive, department heads and other elected officials.
4. Manages intergovernmental projects as assigned.
5. Serves as Director of Administrative Services, Recreation Department, and Buildings and Grounds. Supervises the managers of Building and Grounds, and Recreation facilities, including the Community Center and Civic Arena.
6. All other duties as may be assigned by the County Executive.

The above statements are intended to represent the general nature of work to be performed by a person in this classification. They are not intended to be construed as an exhaustive list of all job duties performed by personnel so classified.

Qualifications: Masters Degree in Public or Business Administration or related field preferred. Preferred experience in public administration with increasing levels of leadership responsibility.

Knowledge, Skills and Abilities: Must have thorough knowledge of County Governmental rules and processes. Must demonstrate advanced managerial and leadership skills. Must possess excellent written and oral communication skills. Must be proficient in basic computer programs. Must be well organized and able to manage multiple tasks and priorities.

PHYSICAL: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, twenty pounds of force up to one third of the time.

Make application for this position online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Thursday, October 17, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES"