

# COUNTY ADMINISTRATOR

## Jefferson County



Jefferson County is seeking a skilled professional with proven leadership and management abilities to serve as the Chief Administrative Officer of a county government with 800+ employees and a current annual budget of \$306+ million. This position reports directly to a Legislative Board and is responsible for implementation of Board policies and the overall management and coordination of the daily operations of government.

**Salary Range:** \$150,000 - \$170,000 per year.

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Paid Vacation
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Sick Leave

**MINIMUM QUALIFICATIONS:** Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a masters' degree in public administration, business administration, economics, political science or closely related field and three years of experience in a public or private agency involving budget or program analysis; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public administration, business administration, economics, political science or closely related field and four years of experience in a public or private agency involving budget or program analysis.

**\*Jefferson County is an Equal Opportunity Employer\***

**Applications will be accepted until the position is filled, first review of applicants will be April 30, 2024.**

**Apply online on our Employment Portal:** <https://jefferson-portal.mycivilservice.com/>

**Or send a Cover Letter and Resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.



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[jefferson-portal.mycivilservice.com](https://jefferson-portal.mycivilservice.com)

