



Deputy County Administrator

Jefferson County is seeking a skilled professional with proven leadership and management abilities to serve as the primary assistant to the Chief Administrative Officer of a county government with 800+ employees and a current annual budget of \$306+ million. Responsibilities include technical/program analysis and overseeing various organizational and financial activities under the direction of the County Administrator. Planning/implementing county-wide administrative policies, programs and services, development of agendas, interaction with public officials/county personnel, budget & capital plan preparation/implementation are also key components of the position.

Jefferson County is an Equal Opportunity Employer

Salary Range: \$110,533 - \$124,406 per year.

Excellent fringe benefits include:

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

SUGGESTED 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 one year 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 two years of experience in a public or private agency involving budget or program analysis; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.



**Applications will be accepted until the position is filled,
first review of applicants will be February 9, 2024.**

Apply online on our Employment Portal:

<https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:

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

