

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

Opportunity Description

2017 SALARY RANGE: \$117,083 to \$127,234/yr
New York State Retirement and Excellent Benefits Package



The Position

The County Administrator serves as the Chief Executive Officer and Administrative Head of Tompkins County government. The Administrator manages a 730-person, \$178 million, organization serving a growing community of 105,000 residents that is home to Cornell University, Ithaca College and numerous high-tech and knowledge-based firms. Five individuals have held the position since its creation in 1973.

The County Administrator is appointed by, is responsible to, and serves under the direction of the 14-member Tompkins County Legislature. By Charter, nineteen department heads are appointed by the Administrator, subject to legislative confirmation, and report directly to the Administrator. (The County Attorney, Finance Director, and Clerk of the Legislature report directly to the Legislature; the Sheriff, District Attorney and County Clerk are elected.)

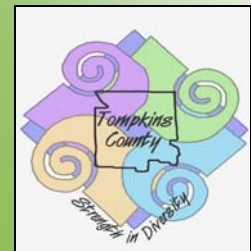
The Administrator serves as the County's Chief Budget Officer, and is responsible for the preparation of the annual operating budget and capital program. The County's fiscal stability is reflected in its AA+ Moody's rating.

The position oversees a County workforce of approximately 730 employees, most of whom are members of the County's four labor unions. The Administrator is a senior member of the County's labor negotiation team.

The position often serves as a point of contact between the County, sponsored agencies such as the Tompkins Cortland Community College and Tompkins County Public Library, local human service agencies, major local institutions, and other governments. The Administrator heads a seven-person Department of Administration. The formal responsibilities of the position are set forth in the County accessible at: <http://www.ecode360.com/32006575>

Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides its County Administrator with a wide range of responsibilities intended to realize those values. The County Administrator will play a key leadership role in developing and sustaining an inclusive culture that enables a diverse workforce to perform at a high level.



How To Apply Online

Please visit: www.tompkinscountyny.gov/. (1) Choose the *County Employment* link; (2) Choose the *County Administrator* link. Confirm that you meet the minimum qualifications to apply. You will need to create a 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 search committee to consider. If you have difficulty with the login or registration process, please contact Stephen Estes (607) 274-5527 or sestes@tompkins-co.org

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, 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 City of Ithaca is the county seat of Tompkins County. The people of Tompkins County are welcoming, civically engaged and diverse.

The County is governed by a 14-member Legislature. The County Administrator is in the Exempt Class of civil service and is appointed by, and serves at the pleasure of, the Legislature of the County. The County Administrator is responsible directly to the Legislature for the implementation of all financial, human resources, and administrative policies established by the Tompkins County Legislature.

The Community

Tompkins County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, and many State and local parks. The City of Ithaca, with a population of 30,756, is our county seat. Ithaca has a small-town atmosphere yet

showcases the qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities and community festivals and events. Three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College – provide for economic stability and make education our top industry. The county is an employment center for the region and features a healthy economy, a strong human services sector, a local medical center, a public transportation network, a regional airport, and three State parks. The region offers endless recreational opportunities including golf, hiking, mountain biking, boating, skiing (snow and water), fishing, etc.



Dear Colleague –

Tompkins County is currently seeking a 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 for you, please feel free to share it with other professionals who you believe may meet our needs.

Amy Guererrí, Commissioner of Human Resources

aguererri@tompkins-co.org
607.274.5454

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 an accredited college or university with a Master's Degree in Business or Public Administration or a related field **AND** eight years of administrative and management experience; **OR**
- (b) Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related field **AND** ten years of administrative or management experience; **OR**
- (c) Any combination of education and experience equal to or greater than that described in (a) and (b) above.

Special Requirement:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (either natural born or naturalized) and become a resident of Tompkins County within a reasonable period of time.

The Application Process:

The candidate must thoroughly complete an online application for employment. A direct link to the online application for this title is here: <https://www.tompkinscivilservice.org/civilservice/apply/3001>
Candidates are strongly encouraged to upload and attach to this application; a résumé or CV, a cover letter, a list of professional references and any other items that you want search team members to see and that you believe will support your candidacy for the position.



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