

EVALUATION INSTRUMENT

**Position: Director of Administration -
Genesee County**

Duties/Responsibilities	Performance Exceeds Expectations (2 Points)
I. Performs complex, confidential and highly responsible directives of the Genesee County Board of Commissioners.	
II. Performs administrative and liaison duties for members of the Board of Commissioners, its chairperson and committees.	
III. Interprets Board of Commissioner policy for county officers, department directors, employees and the public ensuring its application in all decisions and in speaking for the Board of Commissioners.	
IV. Supervises assigned staff.	
V. Work is performed with considerable independence under the general direction of the Board of Commissioners and is reviewed through conversation, conferences, analysis of reports and evaluation of results achieved.	
VI. Performs related duties as required.	
VII. Reports to and serves at the pleasure of the Board of Commissioners.	

VIII. Prepares agenda and attends all meetings of the Board of Commissioners to advise, counsel and present pertinent data or information to aid in initiating and establishing policy and making decisions to guide management.

IX. Develops and oversees preparation of internal and external Board communications effectively communicating Board policy.

X. Represents the Board of Commissioners, at their request, with local, state and federal governmental units on issues affecting Genesee County and works on other intergovernmental relations matters as directed.

XI. Initiates internal and external studies to improve the administrative organization and procedures in order to contain or reduce costs and make effective use of County resources.

XII. Develops and recommends long-range plans for the county to address a wide variety of municipal needs that ensures and improves the efficiencies and effectiveness of County government with a focus towards improving financial stability.

XIII. Reviews, researches and evaluates all matters, including proposed resolutions, legislation, actions, policies, etc, requiring Board attention or action and presents findings and recommendations to the Board.

XIV. Develops recommendations for new programs, revisions and policy modifications for consideration by Board of Commissioners.

XV. Coordinates and directs, on behalf of the Board, the annual budget process and presentation, as defined in the Board of Commissioner's Bylaws, with the appropriate committees and the Chief Financial Officer.

XVI. Represents the interests of the County and serves as an advocate for local government.

XVII. Shall be responsible for reviewing, disciplining and discharging Board appointed officials as directed by the Board of Commissioners.

XVIII. Consults with and directs administrative staff and department heads in carrying out Board of Commissioner's policy and meeting program objectives.

XIX. Serves the Board as its agent in administrative matters.

XX. Administers media/public communications program; prepares press releases; develops and maintains positive media relations with print and broadcast media.

XXI. Performs special assignments as directed by the Board of Commissioners.

XXII. Consistently upholds and practices high standards of professional conduct, including: integrity, good judgment, confidentiality, fair and respectful treatment of each County Commissioner and others, high ethical standards, and possesses the acumen appropriate for a high-level role in a diverse political environment.

SCORING RESULTS

GRAND TOTAL EVALUATION POINTS POSSIBLE: 44

GRAND TOTAL EVALUATION POINTS EARNED: #

PERCENTAGE OF POINTS POSSIBLE ATTAINED: xx%

**OVERALL NARRATIVE COMMENTS AND
FEEDBACK** (place comments below)



Evaluation Submitted By:

Date Submitted:

Evaluation Scoring

[illegible]



Narrative Feedback/Comments







