



WINNEBAGO COUNTY HUMAN RESOURCES

404 Elm Street
Room 220
Rockford, IL 61101

Phone: 815-319-4285
Fax: 815-319-4286
E-mail: HR@wincoil.us

TO: ALL APPOINTED AND ELECTED OFFICIALS

FROM: HUMAN RESOURCES DEPARTMENT

DATE: DECEMBER 6TH, 2016

SUBJECT: NON BARGAINING UNIT VACANCY

WINNEBAGO COUNTY INTERNAL EMPLOYEE CANDIDATES ONLY

Please post in your department for a period of six (6) business days.

DEPUTY COUNTY ADMINISTRATOR

SALARY: Based on Education, Skills, & Experience
HOURS: MONDAY THROUGH FRIDAY 8:00 AM TO 5:00 PM (EXEMPT)
DEPARTMENT: COUNTY BOARD OFFICE

JOB RESPONSIBILITIES:

- Under the direction of the County Administrator, performs a variety of duties County Communications and Public Relations as well as a variety of functions assisting in the directing and coordinating the operations of Winnebago County government.
- Performs research and coordinates necessary implementation of operational projects on behalf of the County Administrator.
- Reviews administrative practices in County Departments and recommends changes to improve the efficiency and effectiveness of such practices.
- Reviews proposed new and/or revised State and Federal legislation to determine its possible impact on Winnebago County and its various departments. Summarizes findings and reports them to the County Administrator.
- Assists the County Administrator in the preparation and development of financial planning.
- Performs other duties as assigned in the administration of County Government.

JOB REQUIREMENTS:

- Bachelor Degree in Business, Public Administration, Accounting or Communication is preferred.
- Five (5) years of progressively responsible experience in Public Administration, Accounting, or Communication.
- Must have excellent written and verbal communication skills.
- Ability to apply principles and practices of quantitative methods and modern application of those methods in problem solving, and analyze and systematically compile information needed to prepare complex reporting.
- Ability to work independently and maintain satisfactory working relationships with both internal and external customers.
- Must have excellent computer skills.

POSTED: 12/6/16

EOE/MF

EXPIRES: 12/14/16