



# ASSISTANT COUNTY ADMINISTRATOR

Butler County, Ohio



PUBLIC SECTOR EXECUTIVE RECRUITMENT

# THE COMMUNITY

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Nestled in the southwestern part of Ohio, Butler County (est. pop. 390,357) captivates with an enchanting allure drawn from its diverse landscapes and vibrant communities. Strategically positioned adjacent to the bustling city of Cincinnati, the county seamlessly blends metropolitan accessibility with an unmistakable suburban and rural ambiance while reminiscing the county's deeply rooted history of manufacturing and commerce. In addition to the county's picturesque setting, with rolling hills and fertile farmlands, offering an ideal backdrop for various outdoor activities, Butler County boasts the urban vitality of the remarkable on-going renaissance of two post-industrial cities. From exploring scenic parks like Voice of America MetroPark to mountain biking in Harbing Park to indulging in the rich historical sites such as the Benninghofen House, Butler County caters to diverse interests with its array of attractions.

Butler County weaves a vibrant tapestry of experiences, offering a kaleidoscope of activities for all. The nearby renowned Cincinnati Zoo & Botanical Garden beckons visitors of all ages, while art aficionados find solace amidst the impressive collections at the Pyramid Hill Sculpture Park & Museum, the county presents an eclectic mix of entertainment options. The region's culinary landscape is a haven for food enthusiasts, offering a diverse tapestry of flavors from cherished local diners to upscale dining establishments, promising an exquisite culinary odyssey to satisfy every taste bud.

Education in Butler County reflects the region's unwavering commitment to fostering academic excellence and lifelong learning. The county provides a robust educational foundation for students anchored by the esteemed Miami University, which offers a wide array of academic programs and contributes significantly to the cultural fabric of the area. Alongside higher education, Butler County boasts top-tier public schools dedicated to nurturing student achievement and holistic development. The community fosters an atmosphere that goes beyond traditional learning, encouraging skill development, innovation, and continuous educational advancement, preparing individuals to thrive in an ever evolving and competitive global landscape. Butler Tech, an acclaimed institution, offers professional training for both high school students and adults, preparing them for diverse industries such as public safety, transportation, healthcare, and industrial technology. Cincinnati State is an additional choice for post-secondary education and training.

Moreover, Butler County celebrates its heritage through preserved landmarks and museums while embracing progress with diverse industries and a forward-thinking community. This dynamic balance between tradition and innovation creates an inviting environment for residents and visitors alike, making it a compelling destination where the past meets the future.





# THE ORGANIZATION

Butler County operates under the guidance of a three-member Board of Commissioners tasked with overseeing county operations, budgeting, and policymaking. Their electoral mandate, coupled with staggered four-year terms, grants them the authority to make pivotal decisions on critical areas such as budget allocation and strategic infrastructure initiatives. The Board appoints individuals to serve on boards and commissions which impact every facet of government, economic development, and social services in the County. At the heart of operational success and the County's delivery of top-notch services lies the County Administrator. Their leadership is instrumental in steering the County towards functional advancement, ensuring the seamless delivery of quality services to its residents.

Butler County is operating with a fiscal year 2024 General Fund budget of \$511.5 million and employs 1683 FTEs that support and provide services in all areas of County operations.

Click [here](#) to view Butler County's organizational chart.



# MISSION & VISION

Your Butler County Commissioners partner with our fellow residents to create a welcoming community in which to work, live, play, and raise a family. We live and work here, too, and share your vision for Butler County. All three of the Commissioners are lifelong residents of Butler County, with families whose roots run deep.

Our goal is simple: provide a quality lifestyle, while respecting our Butler County residents and businesses. As a board, we strive in all aspects to provide the highest quality of living at the lowest possible cost. We take seriously the responsibility of being good stewards of your tax dollars.

We focus on smart economic development that enhances the lives of our residents and workforce while providing the resources that keep our county vibrant. We work to create value for our employers and industry. We seek to create an environment that encourages our young residents to build a life and write their own story in Butler County.

Whether you're just moving in, or your family has been here for generations, you are an integral part of our county's success. Every resident, every visitor, and every business is important. We strive to make them feel that way.





## THE POSITION

Reporting to the County Administrator, the Assistant County Administrator assists in implementing policies, preparing reports, and creating long-term strategies for county departments, programs, and services. This role entails executing assigned special projects, conducting thorough research, and preparing detailed cost-benefit and root cause analyses as needed or requested by the County Administrator, and initiating a program for greater efficiencies and enhanced customer experience in service delivery. Additionally, it involves monitoring project progress to completion and creating performance dashboards to gauge the outcomes and effectiveness of projects and programs.

The Assistant County Administrator works closely with departments to coordinate activities and projects, including drafting policies, reviewing proposals and procedures, setting priorities. The Assistant County Administrator works in conjunction with relevant departments to administer a risk management program focusing on assessing and managing personal and real property risks, while also enhancing safety training and accident prevention measures to mitigate workers' compensation claims. The position includes formulating administrative controls, scheduling and monitoring projects, and ensuring that all programs align with current needs and long-term strategic goals.

This position encompasses developing a comprehensive communication strategy for the County, disseminating positive content through various mediums, including social media. Responsibilities also include drafting press releases, handling inquiries, overseeing marketing aligned with the brand strategy, managing public record requests, and maintaining meticulous records and reports.

The Assistant County Administrator participates as a resource in the County's economic development efforts; serves as a liaison to coordinate priorities with the Director of Development and the Butler County Finance Authority to improve business development and relationships with the local jurisdictions of the County to attract and retain businesses, employees, and investment/property valuation in Butler County; serves as the county's facilitator in its continuance improvement program, focusing on performance measurement and metric development in all operations, including economic development to produce economic development metrics, ROI analyses, and other evaluations and assessments to measure workforce, demographic, psychographic, and other data analytics and trends to enhance policy development and project selection; develops and maintains a performance measurement system; and creates dashboards to illustrate projects and investments in all areas or operations.

Additionally, the Assistant County Administrator understands duties, capabilities, and responsibilities of port authorities and land reutilization programs under Ohio Law.



# LEADERSHIP OPPORTUNITIES & PRIORITIES

**Collaboration and Relationship Building:** Establish effective working relationships with elected officials and other partners to enhance cooperation and achieve shared goals. Work closely with departments to understand their needs and challenges, fostering a collaborative environment. Demonstrate strong leadership qualities balancing assertiveness with the ability to work harmoniously with others.

**Problem Solving and Efficiency:** Identify and address critical issues within the organization by implementing solutions that enhance efficiency; analyze and measure performance using Key Performance Indicators (KPIs) to drive organizational improvements based on facts and data; attend to employee training, safety, and well-being initiatives.

**Confidence and High Expectations:** Leverage an elevated level of confidence and expectations to instill a sense of competence in the team while fostering a collaborative and high-functioning organizational culture; encourage a culture of high performance and quality outcomes; evaluate employee performance management system and total rewards for recruiting, retention, and employee engagement.



**Strategic Thinking and Initiative:** Initiate and lead KPI programs tied to finance, efficiency, best practices, and program success to strategically enhance organizational performance; redefine processes to improve efficiency and customer service.

**Intergovernmental Relations:** Strengthen intragovernmental relationships for various partnering opportunities including examining public service redundancies for potential consolidation and/or collaboration and establishing a perpetual job-ready workforce to attract business.

**Project Management and Interdepartmental Collaboration:** Manage projects with departments to improve services and customer satisfaction, including the County Office Master Plan; promote interdepartmental collaboration and build effective teams within the organization.

**Confidentiality and Candor:** Uphold complete confidentiality while fostering an environment of candor and openness; navigate potential deviations, pushing back when necessary to maintain focus on strategic objectives.

**Integrity and Principles:** Demonstrate a principled approach, focusing on the public sector's mission for taxpayers. Align with the tenets of the International City/County Management Association (ICMA).

**Comprehensive Knowledge and Business Acumen:** Possess comprehensive knowledge of the public sector and business acumen to navigate complex organizational challenges; think differently than a bureaucrat, focusing on innovative solutions and the bigger picture.

**Community Engagement and Citizen Focus:** Evaluate and improve services to meet the needs of citizens and priorities of elected officials; assist in day-to-day operations to ensure the smooth functioning of the organization and allowing the County Administrator more time to engage with the community.





## DESIRED CAPABILITIES

The new Assistant County Administrator will be committed to diversity, approachable, accessible, an effective listener, and have an appreciation for the processes often involved in reaching consensus on County issues. The Assistant County Administrator will lead with integrity and gain the respect of others based on professional knowledge, fairness, equity, inclusion, exemplary communication, responsiveness and holding self and others accountable. Additionally, the ideal candidate will possess:

Stakeholder engagement skills with proven ability to work collaboratively with elected officials, partners, and community stakeholders to build effective relationships.

Problem-Solving and detail orientation demonstrated by showcasing a keen attention to detail and critical thinking, decision-making, creativity, and information processing; confidence in relieving the County Administrator and breaking down difficult problems into smaller, more manageable parts.

A track record of high performance, functioning effectively in a lean environment with elevated expectations; drive to consistently produce quality outcomes and exceed performance expectations.

In-depth understanding of the organization's structure, processes, and culture, including a grasp of how to support the County Administrator thoughtfully and compatibly and serve as the go-to person.

Competence in initiating and managing Key Performance Indicator (KPI) programs tied to finance, efficiency, and overall program success; a pragmatic approach to organizational efficiency, potentially utilizing methodologies such as Lean Six Sigma for process improvement.

Ability to collaborate effectively with various departments, managing projects to enhance services and operational efficiency; experience in overseeing social media platforms and potentially managing other initiatives tied to public communication.

Demonstrated commitment to confidentiality and fostering an environment of candor and openness.

Politically astute, but not political; diplomacy to navigate competing interests and stand up for the right outcomes for the County.

Capabilities in evaluating and implementing initiatives to improve departmental services, customer satisfaction, and overall county performance.

Understanding and alignment with the tenets of the International City/County Management Association (ICMA); principled leadership focusing on public sector mission, emphasizing service to taxpayers.

Extensive knowledge of the public sector, coupled with strong business acumen; ability to think innovatively, balancing attention to details with a strategic vision for the organization.



## DESIRED CAPABILITIES (continued)

The ideal candidate will quickly develop knowledge of the Board's goals and objectives, Butler County's policies and procedures, and government structure and processes; have existing knowledge of public and media relations, community resources and services, office practices and procedures, labor relations, personnel administration, supervisory principles and practices, public and business administration, and project management.

The ideal candidate will have the ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve agency problems; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; conduct basic math computations; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; handle sensitive inquiries/contacts from officials and the general public; develop and maintain effective working relationships; resolve complaints.



## COMPENSATION & BENEFITS

The starting salary for this position will be dependent on qualifications and experience. The County offers a comprehensive and valuable benefits package which includes medical, dental, vision, flexible spending accounts, health savings account, Ohio Public Employees Retirement System (OPERS), and voluntary benefits including deferred compensation and life, disability, and critical illness insurance.



## EDUCATION & EXPERIENCE

This position requires a bachelor's degree with concentration in public administration, business administration, management, finance, or other field related to public service and management, and five years' experience in management/administration, preferably in public administration, including experience in project management, contracting, general liability and risk management insurances, and personnel practices, or any combination of education, training, and experience equivalent to the minimum qualifications. The successful candidate must possess a valid State of Ohio vehicle operator's license and may be required to meet bonding requirements.





# APPLICATION PROCESS

Qualified candidates please submit your cover letter and resume online at:

[www.governmentjobs.com/careers/bakertilly](http://www.governmentjobs.com/careers/bakertilly)

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than **February 5, 2024**.

For more information, please contact Yolanda Howze at [yolanda.howze@bakertilly.com](mailto:yolanda.howze@bakertilly.com) or 312.240.3401.

For more information about Butler County, please visit: [bcoho.gov](http://bcoho.gov).

Butler County, Ohio, is an equal opportunity employer (EOE).

