

Career Opportunity
Deputy County Administrator

Application Deadline: September 15, 2021

Allegany County is seeking qualified candidates for appointment to the full-time position of Deputy County Administrator. The Deputy County Administrator is appointed by, and serves at the pleasure of, the current County Administrator. The candidate must be a permanent resident of Allegany County within six months of appointment and must maintain county residency during the length of employment.

Salary is commensurate with experience and education. Allegany County offers excellent employment benefits including affordable health insurance and membership in the New York State retirement plan.

Deputy County Administrator's Duties:

The Deputy County Administrator carries out the administrative direction of the County Administrator in the performance of her role as the County's chief administrative officer. Duties include, but are not limited to:

- Acting in place of the County Administrator in her absence;
- Assisting the County Administrator in ensuring that statutes, local laws, and resolutions of the Board of Legislators are faithfully executed and that the goals and objectives of the Board are implemented;
- Assisting the County Administrator in developing policy and procedural recommendations;
- Assisting the County Administrator in maintaining liaisons with government officials and agencies;
- Assisting the County Administrator with the supervision of county departments and the coordination and administration of all units of county government; and
- Attending meetings, conferences, and/or seminars as directed by the County Administrator.

Deputy County Administrator's Role in the Special Project of Enhancing County Communications and Media Relations:

The Deputy County Administrator is expected to assist the County Administrator in enhancing the County's communication and public information activities and support the administrative goals of planning, directing and implementing comprehensive communications, community and government relations, crisis communication and media relations programs and activities. Duties related to this specific mission include, but are not limited to:

- Assisting the County Administrator on the formulation, strategic development, implementation, and evaluation of the County's communications, community and government relations, crisis management, and media relations policies, programs, projects, and activities;
- Assisting the County Administrator in directing and managing the County's brand identity to broaden awareness of programs, projects, and services and to increase the visibility of key messages to stakeholder audiences;
- Assisting the County Administrator in coordinating integrated internal and external communication activities;
- Assisting the County Administrator in drafting news releases, newsletter, memoranda, power point presentations, social media posts and other types of documents needed for public outreach and education;
- Assisting the County Administrator in developing a central point of accessible content about Allegany County services and programs;
- Assisting the County Administrator in keeping the Board of Legislators and the public apprised of issues in the County that are of concern or interest.

Knowledge, Skills, Abilities and/or Personal Characteristics:

Thorough knowledge of principles and practices of county government; good communication skills, both written and verbal, initiative and resourcefulness; ability to evaluate an issue; conduct necessary research and develop alternative solutions; ability to work well with the general public, staff members, and representatives of other agencies; ability to operate modern office equipment including computer equipment and specialized software application programs; and the ability to comprehend complex written and oral instructions.

Suggested Qualifications:

A combination of post-secondary education, training, and experience which provides the knowledge, skills, and abilities of employment listed above.

[Click Here for the Full Job Specification](#)

Applying

Please submit your resume, cover letter, list of references, and any applicable information to:

Carissa M. Knapp
County Administrator
7 Court Street
County Office Building, Room 213
Belmont, NY 14813