

JOB DESCRIPTION

Weston County Administrator

Location: Weston County, Wyoming

Summary: This is a full-time Exempt position that provides administration, coordination and support to Weston County and various departments.

Supervised by: Board of County Commissioners (BOCC)

Salary: \$60,000.00 to \$80,000.00

Other: Works closely with regulating agencies, engineers, builders and contractors

AT WILL POSITION

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Provide support to the Weston County Planning & Zoning Board
- Provide support to the Weston County Road & Bridge Department
- Create and Prepare Bid Packets and Write Grants
- Ensure compliance with State of Wyoming agencies including: Wyoming Department of Environmental Quality (DEQ); and Wyoming Department of Transportation (WYDOT)
- Access appropriate information and services to interface with elected personnel
- Any other duty assigned or requested by the BOCC

Qualification/Requirements:

- Degree or an acceptable level of experience in design, construction and administration
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Qualified applicant must be able to work in a fast-paced environment with demonstrated ability to complete multiple competing tasks and demands.
- Must be willing to submit to a background check.

Knowledge and Skills Requirements:

- Principles and practices of applicable state laws and county sub-division rules and regulations
- Principles and practices of Public Administration and County Government
- Knowledge of all Federal, State, and local laws, rules, and regulation applicable to land use planning and rural addressing.
- Recordkeeping, filing methods, and records management techniques
- Proper techniques of written communication including grammar, punctuation and spelling