Position Vacancy

ADMINISTRATOR ASSISTANT

**Advancement Potential**

**Employment Status: Full-Time Pay Grade: 7 ($25.76 - $34.18)**

**Hours: Monday thru Friday (36-40 hrs./week) Office: Mercer County Commissioners**

The Board of County Commissioners is seeking a highly-organized and detail-oriented individual to provide support to the Board and the Administrator/Clerk.  Based on performance, this candidate will have the opportunity to fill the future vacancy of the Administrator/Clerk position.

**RESPONSIBILITIES:**

In summary, the candidate will assist in the responsibility of managing the day-to-day office administrative functions and financial management roles which includes but is not limited to:

* Perform statutory activities and monitor regulatory compliance for projects - involves research, documentation, and reporting. Document actions by the Board via minutes and/or resolutions.
* Administer debt obligations, Tax Increment Financing districts, and grants; monitor budgetary processes, prepare budgets/reports, and advise Board of financial matters.
* Management of personnel - involves staff supervision, coordinates the hiring of personnel, create job descriptions, submit payroll, monitoring leave accruals, assist in maintaining and improving personnel and compensation policies, etc.
* Serve as a liaison between the Board, county departments, government agencies, and the public. Serve on other committees such as the Regional Planning Commission.
* Oversee special projects by the board, such as preparation of bid packets, contracts/leases; development of policies; administration of employee insurance plans, zoning code, etc.

**QUALIFICATIONS:**

Minimum of two (2) years of experience in a public sector or government administrative role, with at least one (1) year in a supervisory capacity.

Strong knowledge of public policy development/legal concepts, public-sector accounting as well as financial management.

Proficient in office software and possess exceptional analytical and communication skills.

Mercer County is an Equal Opportunity Employer M/F. **Qualified and interested applicants must complete and submit an application to** [**commissioners@mercercountyoh.gov**](mailto:commissioners@mercercountyoh.gov) **or send to:**

Board of Mercer County Commissioners

220 W. Livingston St., Room A201

Celina, OH 45822

Applications will be accepted until position is filled.

Posted: February 7, 2025