

## **JOB OPENING**

**FULL TIME POSITION** : County Administrator

Position Location : Whiteside County Administrators office

Pay Grade : 39

Hours: 40 hours per pay week/80 hours per pay period.

The County Administrator shall Generally advise, assist, act as agent for and be responsible to the Board for the proper and efficient administration of such affairs of the county as are placed in his or her charge by the Board. Be charged with assisting in the coordination among all county offices, committees and departments of the county, and recommend procedural changes to improve organizational efficiency. Serve as the County's Chief Financial Officer for issues related to the budget. Be responsible for all duties and responsibilities and shall meet the qualifications described in the most current job description for the position of county administrator as approved by the Board.

A full job description is available in the County Administrators office.

Send applications to : Whiteside County Administrators office  
200 East Knox Street  
Morrison, Il. 61270

Closing date: September 8, 2008