



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

(Internal / External)

Department: Lake County Board of Commissioners
2293 North Main Street
Crown Point, IN 46307

Location: LCGC (Crown Point)

Position: Special Assistant to the Board of Commissioners

Classification: (Full Time)

FLSA: (Exempt)

Direct Reports: 8

Reports to: Lake County Board of Commissioners, County Attorney

Requirements / Work authorization: Bachelor's Degree required, Master's Degree (*or commensurate experience*)
(US. Citizenship) required

Purpose of Position/ Summary:

Salary: \$80,868.00

The Senior Manager role within Lake County Government is a pivotal position reporting directly to and serving at the pleasure of the Lake County Board of Commissioners (BOC). As the chief budgetary advisor, chief of staff, and spokesperson for the BOC, this senior-level manager oversees a broad spectrum of responsibilities critical to the efficient functioning of county governance.

Key Responsibilities:

1. Budgetary Advisor: Act as the primary advisor to the BOC on all matters related to budgeting, financial planning, and resource allocation. Assist in the preparation of budgets, financial statistics, and related correspondence.
2. Administrative Support: Provide comprehensive administrative support to the BOC, including attending appointments, managing correspondence, and responding to inquiries from the public. Ensure effective communication channels between the BOC and internal/external stakeholders.
3. Policy Administration: Assist in the development, administration, and enforcement of policies and resolutions set forth by the BOC. Ensure compliance with established protocols and procedures.

4. **Supervision and Oversight:** Supervise subordinate staff across various departments, including Maintenance, Grounds, Housekeeping, Veterans Affairs, Fairgrounds, and Mailroom staff in Crown Point, Gary, and East Chicago. Additionally, oversee Building Maintenance at Hammond Courthouses, ensuring operational efficiency and adherence to quality standards.
5. **Meeting Attendance:** Attend all meetings of the Board of Commissioners, providing valuable insights, updates, and recommendations as necessary. Facilitate effective decision-making processes and ensure the implementation of directives.
6. **Records Management:** Maintain comprehensive paper and electronic files, ensuring the accuracy, accessibility, and security of important documents and records.

Qualifications:

- Experience in administration, preferably at a senior level, with a deep understanding of budgeting, policy development, and administrative procedures.
- Strong financial acumen and analytical skills, with the ability to interpret complex financial data and provide strategic recommendations.
- Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders and represent the interests of the BOC.
- Proven leadership abilities, with experience in supervising and motivating staff to achieve organizational objectives.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines effectively.
- Proficiency in utilizing technology and software applications for administrative and financial management purposes.

The Senior Manager position within Lake County Government offers a unique opportunity to play a central role in supporting the strategic vision and operational effectiveness of the Board of Commissioners. The successful candidate will demonstrate a commitment to excellence, integrity, and public service, contributing to the overall success and advancement of Lake County's governance objectives.

Other Duties:

- This position controls access to the Board of Commissioner's office and may periodically be called upon to handle sensitive documents such as bid submissions, files, etc., which are dropped off for safekeeping and/or distribution.
- Attends advisory meetings at the request of the Board of Commissioners.
- Recommends measures and regulation for adoption by the Board of Commissioners.
- Prepares and submits reports that are considered advisable; or that the Board of Commissioners requires.
- Distributes keys and other physical property.
- Creates destruction of property reports and is an advisory meeting designee for Commissioners.
- Writes correspondence, creates spreadsheets, presentations and access documents for the Board of Commissioners.
- Maintains calendar and assists with daily duties for the Commissioners.
- Performs any other duties assigned by the Board of Commissioners.

BENEFITS OFFERED:

Health insurance, Dental/Vision insurance, Parental leave, paid time off, Retirement benefits and/or accounts.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 20 lbs. Position requires full use of arms, hands, and legs with long periods of sitting. Must be capable of working a full shift and be able to occasionally work additional hours as needed.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies and equipment are maintained and locked, and that work spaces are safeguarded and properly cleaned. Ensures protocol is being followed regarding loss prevention.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

OTHER SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the general public.

All Resumes and applications must be sent to the Human Resources Department of Lake County

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of the Government Center in the Human Resources