
County Administrator Resume

Job Objective

To form a lasting relationship with a well established organization by using my education and past experiences as a County Administrator.

Summary of Qualifications:

- Strong experience of working in a County government
 - Outstanding knowledge of Operations, services, and activities of a County Government organization
 - Sound knowledge of the principles and practices of government budget preparation
 - Ability to administer the policies of the county with the help of other County departments
 - Ability to direct the subordinate staff in their work and train them accordingly
 - Ability to resolve any County Commission and community issues
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Work Experience:

County Administrator, November 2007 – Present
Cass County, New York, NY

- Assisted the County Administrator in forecasting the budget for equipments, materials and staffing. Approved of the allocated budgets and monitored them.
- Designed the County's budget and other policies and procedures.
- Monitored the administrative and support systems of the County and suggest improvements in the working accordingly.
- Monitored the staff and checked the departments for their efficiency and allocated the resources for the same.
- Assigned projects reviewed the projects periodically and resolved any issues with the managing staff.

County Administrator, December 2001 – October 2007
Delaware County, New York, NY

- Attended to the media queries, County commission and the various needs of the community as a whole.
 - Represented the County in various other counties and cities along with the various other agencies.
 - Resolved all complains that are sensitive in nature.
 - Attended seminars and training on the improvement of County management and administration.
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Education:

Bachelor's Degree in Public Administration, Saint Paul College, Saint Paul, MN
Master's Degree in Public Administration, Xavier University, Cincinnati, OH

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