

Administrator

Department Overview

The County Administrator's Office was created by the Gallatin County Commissioners in October of 2003 to bolster the efficiency of internal and external functions, and allow the Commissioners more time to maximize their elected roles. The County Administrator is responsible to the County Commission for all departments assigned to the position, including Court Services, Dispatch-911, Facilities/Procurement, Finance, Human Resources, Information Technology Services, Conservation and Parks, Planning and Community Development, Rest Home, Road/Bridge, Weed Board, Local Water Quality District, Hebgen Solid Waste Management District, Gallatin Solid Waste District, and the Fairgrounds. Funding for these offices comes from taxes assessed within various funds and other sources. Services are also provided by the Administrator's Office to all other County Offices including those managed by elected officials. By facilitating a diverse range of operations, the County Administrator provides support and enhances the effectiveness of County Government.

Department Goals

- Foster excellence, efficiency, and continuous improvement in County government.
- Enhance the organizational climate of Gallatin County government by building stronger interdepartmental relations.
- Align County operational practices with Commission and public goals to ensure high quality customer service and responsiveness.
- Promote employee retention, professional development, and other human resource strategies.
- Identify potential operational efficiencies that produce savings for taxpayers.
- Serve as a liaison within County government as well as externally with various boards and cities to promote intergovernmental relations.
- Facilitate effective communication within County government and ensure congruence between the policy and operational levels.
- Provide capable executive leadership within Gallatin County government.
- Minimize risk by promoting fiscal prudence, ethics, health, and safety.

Recent Accomplishments

- Worked with the City of Bozeman to hire architects and contractors to design a new Law and Justice Center.
- Coordinated with County Offices and City Departments as well as external stakeholders to finalize schematic design of Law and Justice Center and begin to build public support for the project.
- Continued to refine and expand the role of County Administrator.
- Oversaw various projects at Gallatin County Airport at Pogreba Field including design of a runway extension.
- Negotiated various County contracts including Collective Bargaining Agreements.
- Moved County Motor Pool program to user departments where appropriate.
- Performed representational/ceremonial functions as needed.
- Provided regular assistance to departments and boards on personnel issues.
- Investigated citizen concerns and complaints as necessary.

GENERAL GOVERNMENT

Administrator

Department Budget

Object of Expenditure	Actual FY 2016	Final FY 2017	Actual FY 2017	Request FY 2018	Preliminary FY 2018	Final FY 2018
Personnel	\$ 189,080	\$ 195,381	\$ 195,599	\$ 267,638	\$ 215,721	\$ 213,464
Operations	30,835	40,095	25,010	34,540	26,549	7,549
Debt Service	-	-	-	-	-	-
Capital Outlay	-	25,000	20,000	6,000	6,000	25,000
Transfers Out	-	-	-	-	-	-
Total	\$ 219,915	\$ 260,476	\$ 240,609	\$ 308,178	\$ 248,270	\$ 246,013

Budget by Fund Group

General Fund	\$ 219,915	\$ 212,935	\$ 240,609	\$ 292,818	\$ 232,910	\$ 230,653
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	25,000	25,000
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	14,866	47,541	29,041	15,360	15,360	15,360
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 234,781	\$ 260,476	\$ 269,650	\$ 308,178	\$ 273,270	\$ 271,013

Funding Sources

Tax Revenues	\$ 103,239	\$ 97,491	\$ 96,516	\$ 163,635	\$ 122,192	\$ 113,267
Non-Tax Revenues	66,656	58,594	58,886	86,617	86,617	83,167
Cash Reappropriated	64,886	104,391	114,248	57,926	64,461	74,579
Total	\$ 234,781	\$ 260,476	\$ 269,650	\$ 308,178	\$ 273,270	\$ 271,013

Department Personnel

No. of Positions	FT/PT	Title	FTE 2016	FTE 2017	FTE 2018
1	Full-Time	County Administrator	1.00	1.00	1.00
1	Full-Time	Executive Assistant	1.00	1.00	1.00
1	Part-Time	Motor Pool	0.25	0.25	0.00
Total Program			2.25	2.25	2.00