

# **WILCOX COUNTY COMMISSION POSITION ANNOUNCEMENT**

January 12, 2016

**POSITION TITLE:** County Administrator

**DEPARTMENT:** Wilcox County Commission

## Relationships

**Reports to:** County Commission

**Subordinate Staff:** Asst. County Administrator; Payroll Clerk; Accounts Payable Clerk

**Other Internal Contacts:** General Public; ACCA; Banks; Mayors; Examiners of Public Accounts; Federal Agencies; All County Department Heads, All Employees

## Minimum Qualifications

1. Possession of a bachelor's degree from an accredited college in accounting or finance is preferred.
2. Minimum of five years experience in county administration is preferred.
3. Professional work experience in human resources or personnel management is preferred.
4. Ability to become a certified County Administrator within three years of hire.
5. Combinations of education and experience that meet the qualifications identified above will be considered.
6. Possession of a current and valid Alabama driver's license.
7. Ability to travel overnight for meetings and training.
8. Ability to become bonded and a Notary Public. And ability to remain on call 24/7.

## Job Summary

Under the general oversight of the County Commission, the employee provides administrative leadership to the County. The employee supervises the other employees of the County Commission Office. The employee also handles financial, personnel, budgeting, and grant management responsibilities. The employee is responsible for overseeing and maintaining the data processing system. Employee also performs administrative tasks at the request of the County Commission.

**Please submit applications to: Wilcox Commission Office c/o: Chairman John Moton, Jr.**

**Deadline: Friday, February 12, 2016 @ 12:00 O'clock Noon.**