

Chilton County

Job Description

Job Title: County Administrator

Department: County Commission

FLSA:

Grade:

Job Description Prepared: April 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Commission Chair and Co- Chair

Subordinate Staff: Assistant Administrator, Financial/Payroll Clerks
Custodian; Assistant Custodian

Other Internal Contacts: All County Employees

External Contacts: General Public; Vendors; Financial Institutions; Banks;
Media Sources; ACCA; RSA; DOR; State Examiner's
Office; County Attorney; Attorneys; Insurance Companies;
Computer and Internet Vendors and Providers; Center for
Aging; Architects; Engineers; ADECA

Job Summary

Under the general direction of the County Commission this employee acts as the Chief Financial Officer for the County. This employee also performs in an advisory Capacity to the Commission during participation at functions within the County. This Employee also acts as the County Personnel Officer and provides management and supervision for subordinate employees. Providing support during all phases of the election process within the County is also required of the person in this position.

Job Domains

A. Chief Financial Officer

1. Serves as the appointed chief financial officer for the county.
2. Meets with department heads regarding budgets.
3. Develops proposed budgets.
4. Prepares departmental budgets.
5. Participates in budget hearings.
6. Prepares and distributes budgets to departments.
7. Amends budgets throughout the year as necessary.
8. Reviews purchase requests.
9. Maintains purchases in alignment with budgets.
10. Closes every month; accounts for ledger entries.
11. Verifies accurate coding for expenditures and accounts on a monthly basis.
12. Classifies journal entries.
13. Reconciles all journal entries.
14. Prepares financial books for review by auditors.
15. Prepares annual financial review for the newspaper.
16. Maintains records and reports for all financial matters including debt service.
17. Meets with auditors as necessary.
18. Prepares monthly financial reports; presents to the Commission.
19. Justifies budgeted items; responds to inquiries.
20. Reviews all receipts submitted; approves for reimbursement.

B. County Commission Operations

1. Establishes and distributes agendas for Commission meetings.
2. Sets appointments for the public with Commissioners.
3. Transcribes minutes of Commission meetings.
4. Prepares Commission packets and materials; distributes.
5. Provides items approved to media.
6. Maintains audio tapes of meetings.
7. Maintains contact and communication with each Commissioner.
8. Makes travel arrangements for Commissioners.
9. Plans and prioritizes with Commission Chairperson on daily basis.
10. Advises the Commission on participation at functions.

C. County Personnel Officer

1. Serves in the Capacity of County Personnel Officer.
2. Receives notification of position vacancies.
3. Provides notification of vacancies; posts available vacancies.
4. Receives applications.
5. Reviews applications with department heads.
6. Posts vacancies in newspaper.
7. Establishes meetings with the Personnel Board for review of applications.
8. Confirms employment offers; sets up drug screens and other appropriate tests.
9. Ensures that employee orientation has been completed.
10. Verifies maintenance of complete personnel files on each employee.
11. Receives complaints and grievances from employees.
12. Follows up on worker compensation claims.
13. Reviews policies and procedures; updates.
14. Distributes and posts changes to policies and procedures.
15. Posts all notices and posters as required.

D. Management and Supervision

1. Participates in long-range planning.
2. Prioritizes projects.
3. Considers and solves problems.
4. Interviews and participates in hiring decisions.
5. Train new employees; ensures orientation and training has been conducted.
6. Provides for cross-training of employees.
7. Ensures adequate coverage of all functions for office.
8. Communicates with insurance company regarding claims to included damage to physical property as well as injuries.
9. Provides for supplies and resources necessary for office functions.
10. Approves leave for employees.
11. Verifies timesheets for employees.
12. Develops and presents budget for department.
13. Conducts performance appraisals.
14. Performs other duties as necessary.

E. Elections

1. Receives notification of elections.
2. Participates in testing of elections equipment.
3. Provides support for all election functions.

4. Receives data packs following elections.
5. May follow up on election irregularities.
6. Receives timesheets for poll workers.
7. Prepares pay checks for poll workers.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies and procedures.
2. Knowledge of public budgeting and accounting.
3. Knowledge of laws affecting county government.
4. Knowledge of current labor laws and public personnel practices.
5. Skills in general accounting functions.
6. Math skills to perform accounting and budgetary functions and balance accounts and ledgers.
7. Skills to communicate effectively with the public, county officials, and subordinate personnel.
8. Skills to compose written correspondence using correct English, grammar, punctuation, and spelling.
9. Skills in using the computer.
10. Ability to provide effective supervision for subordinate employees.
11. Ability to use the computer and internet to conduct research.
12. Ability to organize and prioritize for self and others.
13. Ability to concentrate.
14. Ability to effectively solve problems.
15. Ability to develop and deliver presentations.
16. Ability to read and interpret written information, processes, and data.

Minimum Qualifications

1. Must possess a BS Degree in accounting, business, public administration or related field.
2. Minimum five years' experience in general ledger based accounting.
3. Must complete the requirements for Certified County Administrator within 36 months of employment.
4. Minimum five years experience in managing an administrative group of individuals whose goal is to achieve management directives in a cost effective, customer oriented, timely and effective manner.
5. Minimum three years purchasing management experience.
6. Minimum three years experience in managerial oversight of a work related safety program.
7. Must be willing to travel on overnight business meetings as required.
8. Must be bondable.

SALARY: \$80,000.00

The Chilton County Commission is currently taking applications for the County Administrators position. We will be accepting resumes for 90 days the last day to accept applications will be on July 11, 2017. Job Description is attached as well as on our website and posted at the Chilton County Courthouse for review.

Resume should be mailed to Chilton County Commission, P O Box 1948, Clanton, AL 35046 or faxed to (205) 280-7204.