

Position: Walker County Administrator II

Any citizen of the United States may obtain an application from the Walker County Civil Service Office, Second floor, Annex, or write the Civil Service Board, 1801 3rd Avenue S, Suite 212, Jasper, AL 35501.

Job Summary: (a brief descriptive paragraph describing duties to be performed in this classification).

Unless otherwise indicated as marginal (m). This job classification is not intended to be exhaustive and other duties may be assigned. All duties may not be included in any one classification or does the list include all tasks found in a position of this class.

JOB DUTIES:

1. Assist with daily operations of the county.
2. Budget development and administration.
3. Assist with a variety of problems when needed.
4. Maintain financial records, statements, and internal and external audits.
5. Serves as Financial Officer for grants, administer county grants.
6. Works with the Civil Service Board in personnel matters and general public.
7. Supervises office staff of the County Commission.
8. Performs other related duties as assigned.

QUALIFICATIONS:

1. Bachelor of Science in Accounting.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
3. Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
4. Ability to be bonded.

A more detailed description of this classification will be available when obtaining an application.

Send resume to Walker County Commission Chairman, Jerry O. Bishop at j.bishop@walkercountyal.us.

Visit our website at www.Walkercountyal.com