

Administrative Service Manager

Calhoun County is accepting resumes for the position of Administrative Service Manager. The Administrative Service Manager, under general supervision of the County Engineer, provides direct supervision of the administrative staff. Performs management and oversight to the daily administrative operations of the Calhoun County Highway Department to include but not limited to fiscal responsibility, record processing and retention, personnel, bid processing and compliance, fiscal management of infrastructure projects and other projects within the Highway Department. Salary is commensurate with qualifications and experience.

Further information may be obtained by contacting:

Brian Rosenbalm
160 Seaton Drive
Anniston, AL 36205

Please email resume to: brianr@calhouncounty.org

The Calhoun County Commission is an equal opportunity employer.

All resumes will be accepted till close of the business day on Friday, July 10, 2015.