



Notice of Vacancy County Administrator

Grade XV Exempt Salary Range \$34,028.80 - \$58,884.80 Annually

Job Summary

General administrative direction of Commission functions; works with the Chairman in directing and managing of county administrative, legislative, fiscal, and managerial operations; plans, organizes and directs the activities of the Commission Office; and performs other related work as required.

Duties and Responsibilities

Assists the Commission Chairman in the execution of his/her office with responsibilities in the areas of executive leadership, managerial and organizational effectiveness, fiscal planning and budget accountability, human resource management and development, public service and communication.

Assists the Commission Chairman by acting on his/her behalf with county departments, other agencies, state and federal representatives and the public.

Ensures that county policies, rules, regulations and operating programs are implemented.

Assists with the development, implementation and evaluation of a county strategic plan.

Assists the Chairman with the preparation and review of agenda items.

Ensures various records and reports including inventory records, financial and budget statements are prepared and maintained in accordance with state and county requirements.

Ensures minutes of Commission meetings are properly prepared and recorded.

Ensures required files and records are properly prepared and filed.

Establishes office procedures and practices to ensure posting and maintenance of journals and ledgers.

Maintains fund balances and invests county funds in low risk investments. Ensures funds are deposited and recorded.

Assists with the preparation and review of the county budget. Compiles any budget overruns and recommends necessary revisions.

Assists Solid Waste department with customer billing and collection of past due accounts.

Other duties as required.

Education

College Degree in accounting, business administration, finance, or a related field or equivalent experience.

Work Experience

Five (5) years' experience in advanced clerical work, supervision, financial records management or related experience.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or printed from our Website www.dalecountyal.org and mailed. Deadline for accepting applications is March 11, 2016.

Dale County is an Equal Opportunity Employer.