

RANDOLPH COUNTY COMMISSION  
P. O. Box 228, 12 Broad Street East  
WEDOWEE, AL 36278

**JOB ANNOUNCEMENT**

**The Randolph County Commission does not discriminate on the basis of race, color, national origin, religion, age or disability in employment or the provision of services.**

**TO: All qualified individuals**  
**FROM: Personnel Director, Randolph County Commission**

**SUBJECT: Job Announcement**

**POSITION: COUNTY ADMINISTRATOR**  
**LOCATION: RANDOLPH COUNTY COMMISSION OFFICE**

**Applicants may submit an application with resume' at the Roanoke Career Center at 3928 Hwy. 431 Roanoke, Alabama 36274. Contact number: (334) 863-8114, fax: (334) 863-8412**

**Deadline for applications is**  
**November 30, 2016**

# RANDOLPH COUNTY

## County Administrator Job Description

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:	County Commission Chair
Subordinate staff:	Personnel Director, Payroll Clerk, Solid Waste Clerk, Maintenance Supervisor and Community Service Supervisor / License inspector.
Other internal contacts:	Other county Departments
External contacts:	General Public; Attorneys; Heads of other County Departments; Members of Department of Examiners of Public Accounts

**DEFINITION:** Subject to the direction and control of the Randolph County Commission, the County Administrator is the chief administrative officer of the county. The incumbent acts as agent for the county commission in directing and managing the county's administrative, legislative, financial planning and budget management operations; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** This is an at-will department head class. The incumbent serves at the pleasure of the county commission. The office of the County Administrator is the highest appointed administrative position in county government. The County Administrator exercises all the authority of and bears all the responsibilities applicable to county administrative officers as provided by state law.

**AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:** Without limiting specific duties and responsibilities to which the County Administrator may be assigned by the county commission, the broad activity areas for measured achievement are:

1. executive leadership;
2. managerial and organizational effectiveness;
3. financial planning and budget management;
4. human resource development;
5. public service and communication

**EXAMPLES OF DUTIES:** The County Administrator directs, supervises, assigns duties and manages the work of a staff engaged in administrative, operational and budgetary support and analyses. Processes invoices and purchase orders. Receives and deposits

checks to appropriate accounts and funds. Assists in the preparation of department budgets and expenses. Manages staff schedule and assists office staff in maintaining files and databases

**Executive Leadership:** Provides advice and counsel to the county commission on matters related to the effective administration and management of all governmental affairs; assists the county commission in the development of the county strategic plan, directs plan implementation, provides regular evaluation of progress, recommends corrective action when necessary; manages and coordinates the county's legislative advocacy program in collaboration with ongoing efforts of county commission and department heads; coordinates the work of the county with other governmental agencies and districts; provides technical assistance and support to the county commission and the operating departments.

**Managerial and Organizational Effectiveness:** Ensures that commission directives, policies, regulations, and operating programs are carried out; recommends changes in legislation, commission policies and methods to improve county administration and operations in collaboration with the commission and department heads; authorizes, directs and conducts managerial and operational reviews in cooperation with State Auditors or as otherwise authorized by the county commission; recommends such transfers, reassignments or consolidations of functions and services as are necessary and proper; directs preparation of reports and manuals and the development of work measurement standards; provides general administrative direction to county departments; mediates inter-departmental disputes through administration of conflict resolution procedure. Directs the county information management systems strategic planning effort; reviews and makes recommendations on commission agenda items.

**Financial Planning and Budget Management:** Supervises preparation of the annual operating budget and the capital improvement program budget based on county goals and program priorities; recommends measures to ensure a balanced budget including cost controls, service levels, and budget compliance measures; recommends revenue raising measures and methods for financing capital improvements in cooperation with financial institution and auditor-controller; directs studies to develop administrative or financial data and recommendations; responsible for the development of long range financial plans.

**Accounting and Financial:** Establishes office procedures and practices to ensure posting and maintenance of required journals and ledgers. Maintains fund balances and invests county funds in a safe and profitable manner. Prepares annual budget in consultation with the chairman and presents it to the commission for review and approval. Reviews budget on a periodic basis, pointing out budget overruns and needed budget revisions. Prepares semi-annual and annual financial statements for publication. Writes or oversees writing of checks to pay accounts.

**Human Resource Development:** Facilitates team management approach for decision making; promotes opportunities for employee involvement in collaborative and participatory problem solving; develops and directs facilities planning program; directs employee relations program; has primary responsibility for the management and evaluation of the county affirmative action program, supervises the affirmative action officer, monitors progress in achieving affirmative action goals, and insures program compliance.

**Public Service and Communication:** Oversees internal and external program for county-wide communications and public information; coordinates public outreach efforts; provides reports and statistical data to the county commission, public, and other jurisdictions; represents the county commission before community groups, private agencies, and other governmental entities and officials.

**EMPLOYMENT STANDARDS:** Broad, extensive, and progressively responsible experience in a high-level executive or administrative capacity in a public agency, or any combination of training, education, and experience which would provide the required knowledge and abilities.

**Knowledge of:** public administration and public finance principles and methods; organizational principles and relationships, principles of strategic planning; Alabama public finance laws, regulations and practices; conflict resolution techniques; principles and practices of supervision and employee development.

**Ability to:** synthesize large volumes of data, interpret and evaluate; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, managerial and technical problems; understand and interpret complex regulations, laws and policies; demonstrate executive leadership and management skills; supervise effectively; establish and maintain effective community relations; make effective oral and written presentations; advocate effectively for the benefit of the county's interest; gain and maintain the confidence and cooperation of elected and appointed officials and the public.

### **Common Office Administrator Job Skills**

- Excellent oral and written communication skills
- Ability to operate computers, calculator, fax and copy machine
- Excellent knowledge and abilities in computer software, Microsoft word and Excel
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self-motivated and able to complete projects with limited supervision
- Maintains staff confidentiality
- Working knowledge of email, scheduling, spreadsheets and presentation software

## **County Administrator Job Requirements**

- 5 years or more related experience
- Minimum: High School Diploma
- Preferred: Associates Degree or Higher

### **Other Characteristics**

Willing to work nonstandard hours.

Willing to travel overnight to attend meetings and workshops as required.