

Position: County Administrator

Clarke County Commission Grove Hill, Alabama

The Clarke County Commission is taking applications for a county administrator.

The deadline to apply is January 6, 2017.

See attached is the job description.

Applications taken at:
Alabama Career Center
3090 Highway 43 North
Jackson, Alabama 36545
251-246-2453

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.

Job title:	COUNTY ADMINISTRATOR
Reports to:	Chair of the County Commission
Subordinate Staff:	Assistant County Administrator; Bookkeeper/Accountant; Accounts Payable/Purchasing Clerk; Personnel Manager Archivist
Other Internal Contacts:	County Commission; All County Department Heads All Employees
External Contacts:	General Public; Elected Officials; DHR; DOT; ACCA; Newspapers and Media Sources; Developers; Contractors; Civic Groups; Mayors within the County; Public Assistance Organizations; Businesses; NACCo

Job Summary

Under the direction of the Chair of the County Commission the employee acts as Chief Financial Officer, Personnel Director, and County Administrator for the County Commission. The County Administrator provides oversight of budget management and implementation as well as establishes the annual budget. The employee provides supervision for the County Commission by overseeing all office functions. The employee also ensures that all county personnel policies and procedures are implemented and modifications made as necessary. Receives and deposits funds daily.

Duties and responsibilities

A. Chief Financial Officer

1. Establishes the budget year calendar.
2. Receives budget needs and projections from each department; evaluates.
3. Evaluates expected revenue sources and amounts.
4. Differentiates budget items based on priority.
5. Prepares the County budget for presentation to the Commission.
6. Balances proposed budget against anticipated revenue.
7. Schedules budget hearings as needed.
8. Presents proposed budget to the Commission; provides justifications and explains.
9. Prepares hard-copy spreadsheets to demonstrate budget; provides packets to Commissioners.

10. Distributes approved budgets to department heads and to the bookkeeper; responds to questions; justifies decisions.
11. Provides oversight of budget management and implementation.
12. Counsels department heads regarding any modifications to the approved budget as is necessary.
13. Generates monthly printout of each department's expenditures for each department.
14. Maintains current knowledge of all County departments and functions.
15. Presents a monthly report regarding the financial status of the county.
16. Receives receipts and associated funds; enters into the computer according to fund, code, and function.
17. Writes deposit slips on a daily basis; deposits monies.
18. Works with the bookkeeper to verify accurate financial data regarding revenue.
19. Receives funds daily and posts to computer.
20. Assures that monies are deposited into proper fund by using account codes.

B. County Administrator

1. Provides meeting dates of the Commission to the media and public at the beginning of each fiscal year.
2. Maintains current knowledge of open meetings and records laws; advises Commission as needed.
3. Attends each Commission meeting.
4. Records and writes minutes of each Commission meeting; formats and files approved minutes.
5. Prepares and distributes agendas prior to each Commission meeting.
6. Completes and generates all reports required of the Commission; submits to the Chair for approval. Mails reports to the appropriate agency; uses specialized mail services as necessary.
7. Writes letters on behalf of the Commission using a computer.
8. Schedules travel and makes reservations for commissioners as necessary.
9. Processes travel vouchers.
10. Prepares reports as needed.
11. Researches a wide variety of issues using the internet.
12. Maintains current knowledge of laws pertaining to County Commissions; informs and advises the Commission.
13. Maintains complete and accurate records and reports.
14. Maintains currency and direct contact with the County Attorney regarding all legal matters associated with the County.
15. Considers and solves problems; serves as a mediator when discrepancies and misunderstandings arise.
16. Negotiates liability insurance with carrier on an annual basis; develops a listing of all county assets and all drivers of County vehicles.

C. Management and Supervision

1. Provides oversight of all office functions.
2. Supervises all subordinate personnel.
3. Participates in the interviewing and hiring decisions.
4. Considers requests for leave.
5. Reviews and approves time sheets.
6. Implements disciplinary actions as needed.
7. Maintains personnel files for office staff.
8. Schedules staff to cover all essential office functions.
9. Serves as the system administrator for the office computer system; maintains security level functions.
10. Verifies that work is performed completely and accurately.
11. Responsible for making sure that supplies are available.
12. Considers and approves expenditures of funds.
13. Develops and submits the annual budget for the department.
14. Develops and submits the annual budget for designated County departments including the Courthouse.
15. Handles all indigent health care claims and correspondence with DHR, lawyers and hospitals.
16. Handles all insurance claims against the County except health insurance. Contacts citizens involved in accidents with County vehicles.
17. Handles and process indigent burials.
18. Opens and distributes incoming mail.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. Knowledge of county government structure, organization, and functions.
3. Working knowledge of local, county, and state codes, laws and guidelines impacting county government.
4. Knowledge of the functions of county commissions.
5. Knowledge of current federal personnel laws affecting human resource practices.
6. Knowledge of general office practices and processes.
7. Skills in budgetary and accounting processes and functions.
8. Ability to supervise subordinate employees.
9. Ability to conduct research using the computer and internet.
10. Ability to prioritize, organize, and process work for self and others.
11. Skills in time management.
12. Ability to communicate effectively with the Commission, the public, and employees.
13. Ability to make formal presentations; ability to use audiovisual supports as appropriate.

14. Ability to maintain professional appearance and demeanor.
15. Skills in solving problems and negotiating.
16. Skills in using the computer and software.
17. Ability to use variety of office equipment including calculators, phones, copiers, and fax machines.
18. Math skills to calculate and reconcile accounts and budgets.
19. Ability to read and interpret a variety of documents.
20. Writing skills to construct letters and documents using correct English, grammar, spelling, and punctuation.
21. Ability to drive.

Minimum Qualifications

1. Possession of a high school diploma or G.E.D.
2. Possession of a bachelor's degree from an accredited college in accounting or finance is preferred.
3. Six to eight years of progressively responsible professional work experience in a government setting is preferred.
4. Possession of professional work experience in human resources or personnel management is preferred.
5. Supervisory experience is preferred.
6. Combinations of education and experience that meet the qualifications identified above will be considered.
7. Possession of certification as a County Administrator, or the ability to become certified within a designated period of time.
8. The ability to attain additional job-specific certifications as necessary.
9. Possession of a current and valid Alabama driver's license.
10. Ability to travel overnight for meetings and training.
11. Ability to remain on call 24/7.

Working conditions

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated

Physical requirements

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Job Description Prepared: December 2007