



COLBERT COUNTY COMMISSION
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MEMBERS
TOMMY BARNES, DIST. 1
DAVID BLACK, DIST. 2
JIMMY GARDINER, DIST. 3
TORI BAILEY, DIST. 4
DAROL BENDALL, DIST. 5
CHARLES HOVATER, DIST. 6

THE COLBERT COUNTY COMMISSION WILL BE ACCEPTING APPLICATIONS FOR THE POSITION OF COUNTY ADMINISTRATOR. JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT THE ALABAMA CAREER CENTER, 500 SOUTH MONTGOMERY AVENUE, SHEFFIELD, ALABAMA. DEADLINE FOR APPLICATIONS IS MARCH 15, 2019.

COLBERT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Colbert County

JOB DESCRIPTION

Job Title: County Administrator
Department: Commission
Reports to: Colbert County Commission
Job Status: Exempt

Job Description Prepared: February 2019

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 specified below.

SUMMARY: The County Administrator shall be the administrative head of the County, under the direction of the County Commission. The position is responsible for management of all affairs of the County and for the coordination of activities and operations of the various County departments in the fields of financial management, personnel management and development, researching and developing county programs, and performing other functions as assigned by the Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES, under the direction of the Commission and delegated at the discretion of the Administrator, include but are not limited to the following:

1. Coordinates of all County activities and committees not specifically assigned by statute to County elected officials.
2. Prepares agendas, responsible for recording and preparation of Minutes of all Commission meetings and public hearings.
3. Maintain historical record of all Commissioners, minutes, and actions and oversees the County's archives.
4. Prepares and presents to the commission chair for proper execution all appropriate documents, such as resolutions, orders, contracts, or directives as are necessary to carry out the actions of the county commission.
5. Serve as signatory for the county on all appropriate documents as authorized or directed by policy adopted by resolution of the county commission.
6. Implements Commission actions and decisions; formulates plans and makes assignments to department heads. Carries out Board directives and requests.
7. Develops and establishes procedures for County operation. Manages and advises department heads regarding administrative policies and procedures. Interprets and enforces administrative policies and procedures. Insures compliance with Commission directives and actions.
8. Coordinates long-term planning and programs. Submits recommendations to the Commission on County matters, future financial needs and other subjects the Administrator considers appropriate, such as facilities and organization development.
9. Directs and coordinates with the Accountant on all fiscal operations of the County to ensure compliance with local, state and federal laws. Coordinates with the Accountant in reviewing budget results with department heads to monitor performance against budget and presents fiscal status to the Commission. Reviews all bank statements and oversees expenditures.
10. Reviews information received from ACCA and State Department of Examiners and prepares updates for office and/or accounting procedures.

11. Supervises the Accountant in the preparation of the proposed annual budget and presentation of the same to the Commission for its review and adoption.
12. Serves as Human Resources Director. Evaluates job performance of all non- elected department heads and assists in evaluation of staff. Performs hiring and termination procedures. Disciplines and counsels employees.
13. Supervises Payroll, oversees building maintenance, County facilities, repairs, and construction projects and contracts.
14. Works closely with HR on issues of lawsuits, positive drug results, harassment complaints, etc. to ensure they are handled properly.
15. Acts as liaison between the County and other government entities. Represents the County at local and state civic meetings and events. Attends professional meetings and advises the County Commission on new developments. Attends seminars and workshops as needed.
16. Maintain a directory of Commission's board appointments.
17. Communicates with the public and the media.
18. Provides oversight of County website and social media.
19. Keeps Commissioners apprised of required and optional state and local meetings and events. Arranges for accommodations or reservations if commissioners
20. Perform research and analysis relative to departmental operation and preparation of legislature.
21. Coordinates the implementation of state and federal legislation.
22. Establishes and monitors goal setting program for county government.
23. Develops and administers purchasing procedures for supplies, equipment, insurance, maintenance, and service agreements.
24. Assist in securing funding to further Commission goals by working with partner organizations relative to grant writing.
25. Perform any other duties as may be assigned from time to time and under procedures established by the county commission.
26. Must endeavor at all times to exercise the highest degree of tact, patience, and professional courtesy in his/her contacts with the public, personnel employed by the County, and all elected and appointed officials, to the end that the highest possible standards of public service shall be maintained.

OTHER RESPONSIBILITIES:

Performs other duties that may be assigned or required by the County Commission.

RELATIONSHIPS:

Reports To: County Commission

Subordinate Staff:

- Solid Waste Manager
- Data Processing Manager
- Park Managers
- Accounting Clerk/ Grants Coordinator
- Payroll
- Human Resources Coordinator
- Archivist
- Drug Task Force Director

RSVP Director
Senior Center Manager
Receptionist
Maintenance Employees

Other Internal Contacts: Elected Officials
County Engineer
County Attorney
EMA Director

External Contacts: General Public
Local, State and National Elected Officials
Local Boards and Organizations
Media
Association of County Commissioners
Other County Administrators
Legislative Bodies
Fiduciary Institutions
Examiners of Public Accounts
Insurance Companies
Bond Issuing and Rating Authorities
Vendors

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of governmental accounting and public administration.
2. Knowledge of local, state and federal laws governing the administration of counties, including the Generally Accepted Accounting Principles.
3. Possess excellent verbal and written communication skills.
4. Knowledge of the general principles of accounting.
5. Math skills to calculate interest rates and percentages.
6. Reading skills to comprehend complex materials, such as the Code of Alabama, various acts, state and federal regulations and guidelines.
7. Ability to attain knowledge of County and departmental policies, procedures, and guidelines (can be acquired on the job).
8. Ability to work independently.
9. Ability to establish effective working relationships with elected officials, department heads, office staff, co-workers and media.
10. Ability to maintain positive public relations.
11. Ability to use job related software.
12. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
13. Ability to deal with a variety of abstract and concrete variables.
14. Ability to obtain and maintain the Certified County Administrator designation within two years.
15. Ability to travel to training, continuing education, and conferences as required.
16. Ability to become bonded and a Notary Public.
17. Willingness to maintain open communication with all Commissioners.
18. Monitors all actions taken by the commission to ensure implementation.

19. Assists in developing county resolutions.
20. Ensures compliance with State competitive bid law.
21. Helps to obtain and administer grants, working with other entities as needed.

EDUCATION and/or EXPERIENCE: BS/BA degree in public administration, business administration, accounting, or related field and / or five years of direct experience in local government administration, or, a combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting rooms, libraries and residences, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: The work is sedentary. However, there may be some walking, standing, bending, carrying of light items (not exceeding 50 pounds) such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.