

LEE COUNTY COMMISSION

Chairman
 Bill English, *Probate Judge*
 Mailing Address:
 P. O. Box 666
 Opelika, AL 36803-0666
 (334) 737-3660 phone
 1-855-212-8024
 www.leeco.us



Members
 Doug Cannon, District 1
 Sarah Brown, District 2
 Gary D. Long, District 3
 Robert Ham, District 4
 Richard LaGrand, District 5

JOB ANNOUNCEMENT

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| Job Title: Chief Administrative Officer | Hours of Availability: Monday-Friday 8:00am-4:30pm |
| Closing Date: October 22, 2021 | Position Announcement: COMM28-21-09 |
| Work Location: Lee County, AL | |
| Division/Department: Commission | |
| Reports to: Lee County Commission | |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Pay Range: \$125,069.26-\$188,854.59 |

JOB SUMMARY: This position is responsible for the overall administration of the county government and the coordination of the implementation of County Commission policies.

ESSENTIAL JOB FUNCTIONS:

- Coordinates overall administration of county functions and responsibilities under the authority of the Lee County Commission.
- Develops, recommends, and implements County Commission policies based on trends and issues within county government in Alabama.
- Provides information, analysis, and recommendations to County Commission on financial, legal, and operational matters.
- Coordinates overall operations with elected officials and appointing authorities, particular the Sheriff, Revenue Commissioner, Probate Judge, County Engineer and EMA Director.
- Oversees the daily operations of the county government including Human Resources, Payroll, Finance, Accounting, Governmental Relations, Information Services, Facilities Management, and Parks.
- Assists other County Commission appointed boards like the Planning Commission, the Alternative Sentencing Board, and the Recreation Board.
- Develops and oversees administration of the annual county budget.
- Oversees overall management of facility construction and renovation projects.
- Works with other governmental entities.
- Responds to citizen inquiries and complaints.
- Attends Commission meetings and work sessions.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

QUALIFICATIONS:

- Bachelor's degree and seven (7) years of related experience in public administration or management, or equivalent
- Possession of a valid driver's license issued by the State of Alabama
- Ability to be bonded
- Knowledge of personnel management, computer information systems, project management, and budget development
- Skill in handling and resolving complex problems
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies
- Ability to plan and develop large scale county projects

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date. Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).