

DARRELL SANDERS
CHAIRMAN

DIANE KILPATRICK
COUNTY ADMINISTRATOR

DENNIS MCCALL
COUNTY ENGINEER



COMMISSIONERS:

JOEY PEAVY, DISTRICT 1
JESSE F. MCWILLIAMS, III, DISTRICT 2
REBECCA BUTTS, DISTRICT 3
ALLIN WHITTLE, DISTRICT 4
DARRELL SANDERS, DISTRICT 5

BUTLER COUNTY COMMISSION

202 PATSALIGA ST
P.O. BOX 756
GREENVILLE, ALABAMA 36037
(334) 382-3612 Phone (334) 382-3506 Fax
e-mail butlercc@butlercoal.us
www.butlercountyal.com

JOB ANNOUNCEMENT

Job Title:	County Administrator	Full-Time Position: Monday through Friday
Opening Date:	October 7, 2021	Closing Date: October 22, 2021
Salary Range:	\$60,000 to \$95,000	
Department:	County Commission	Reports to: Butler County Commissioners

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 Butler County Commission
- Develops, recommends, and implements County Commission policies based on trends and issues within county government in Alabama
- Coordinates overall operations with elected officials and appointing authorities, particularly the Sheriff, Revenue Commissioners, Probate Judge, County Engineer and EMA Director
- Manages financial, accounting, and other operational matters for Butler County.
- Oversees planning, organizing, and coordinating both direct and indirect support activities for the Butler County Commission. Duties include financial and other administrative office and support functions, such as preparing the budget, supervising the preparation of the payroll, payment and administration of the employee benefit programs, and preparation for the payment of bills and contracts.
- Also coordinates with the offices responsible for the preparation of grant applications and the administration of grants received.
- Supervises and administers separate funds for county agencies as required.
- Prepares and publicizes the county financial reports. Manages county funds, implements, and monitors commission adopted policies.
- Supervises and manages commission office & maintenance staff.
- Manages public relations and ensures official records are maintained. Reviews monthly reports for each department in relation to approved budgets.
- Attends Commission meetings and work sessions
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Performs other related duties as required.

Minimum Qualifications:

1. Bachelor's degree and minimum seven years (7) years' work experience in accounting, public administration, or management or equivalent.
2. Knowledge of personnel management, computer information systems, project management, and budget development. Experience may be evaluated in lieu of additional education.
3. Ability to be bonded
4. Skill in handling and resolving complex problems
5. Ability to deal with wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies
6. Must have a valid driver's license issued by the State of Alabama.
7. Willing to work overtime or weekends in emergencies

Applicants should apply at the Butler County Commission Office located at 202 Patsaliga Street, Greenville, AL 36037 Monday through Friday from 8 a.m. till 4 p.m. All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position. Applicants may mail their applications to Butler County Commission P.O. Box 756, Greenville, AL 36037 or email their applications to butlercc@butlercoal.us

BUTLER COUNTY IS A DRUG-FREE EQUAL OPPORTUNITY EMPLOYER