

## County Administrator

The Marion County Commission is now seeking applications for the position of County Administrator. This is a full-time position with the following schedule: Monday-Friday, 8am-4:30pm. The County Administrator is the chief administrative officer of the county. As such, in accordance with the Code of Alabama 11-3-18, this employee will carry out the administrative duties of the county. These duties include, but are not limited to:

- (1) Keep and record minutes of all meetings of the county commission.
- (2) Have prepared and presented 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.
- (3) Maintain at all times a detailed record of the financial status of the county which shall be kept up to date at all times and shall reflect the true status of all outstanding obligations of the county and the estimated revenue for the current fiscal year.
- (4) Perform any other duties with reference to accounting, auditing claims, issuing warrants, and supplying the county commission with information as the county commission may deem necessary for the administration of the financial affairs of the county.
- (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) Perform any other duties as may be assigned from time to time and under procedures established by the county commission.

Qualifications will include relevant work experience in financial administration, accounting, organizational leadership, or local government services.

All full-time county employees are entitled to benefits including local government healthcare, enrollment in the Retirement Systems of Alabama, accrued sick and vacation time, and paid holidays.

To apply for this position, please submit a completed application as well as a current resume to the county commission office at 119 Military Street N Hamilton, AL 35570. If you have any questions, call 205-921-3172 or email [marioncountycommission@gmail.com](mailto:marioncountycommission@gmail.com). Application deadline June 28<sup>th</sup>.

