



Russell County Commission
 1000 Broad Street Phenix City, Alabama 36867 (334) 298-6426
Equal Opportunity Employer

Job Announcement

JOB TITLE: County Administrator	Work Hours: 8:30 AM - 5:00 PM EST Monday - Friday
LOCATION: Russell County Commission Office 1000 Broad Street Phenix City Alabama 36867	
SALARY: Depending on Experience	JOB CLOSING: January 31, 2024
Reports to: County Commissioners	
Applications Accepted at: Russell County Commission Office Phone: 334-298-6426 Attn: Paulette Colbert, County Administrator 1000 Broad Street Phenix City, Alabama 36867	

The Russell County Commission Office is seeking an experienced, qualified, educated administrative professional for the Commission office.

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 specifically included.

Relationships

Reports to: County Commissioners

Subordinate Staff: Oversee, administer, and manage the day-to-day operations of the Russell County Commission. Manage, administer, and direct the activities and operations of the various county departments. All non-elected county department heads, except for the Coordinator of Human Resources (who reports directly to the County Commission) shall report directly to the Administrator regarding department needs, including employee activities, department operations and other day-to-day activities involved in the work process of the department. All elected officials shall work through the County Administrator regarding activities, concerns and needs of their departments. It being the intent that all department heads whether elected or non-elected shall report to the Administrator and the Administrator shall investigate and implement appropriate action or shall recommend to the County Commission appropriate action to be taken based on their investigation.

Other Internal Contacts: All County Departments, Personnel, Elected Officials

External Contacts: General Public; ACCA; Banks; Insurance Companies, State and Local Government Officials, Media, State of Alabama Department of Examiners; County Attorney

Job Summary

Under the general oversight of the County Commission, the employee provides financial and administrative leadership to the County. The employee develops and maintains the County Budget with input from department heads and County Commissioners. This job is also responsible for the administrative tasks that affect the entire County and supervising the staff of the County Commission Office.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Financial Duties. The employee serves as County Treasurer, maintaining responsibility for the financial obligations of the County.

1. Solicits and receives budget requests from County departments.
2. Reviews written requests; conducts work sessions and meetings to negotiate final budget.
3. Monitors the budget and daily expenditures year-round.
4. Approves operating transfers, journal vouchers, and limited budget revisions.
5. Maintains financial records for the County; works with Examiner to provide documentation for audits.
6. Ensures accounting practices as outlined in *Alabama County Finance Manual* are followed.

ESSENTIAL FUNCTION: Administrative Duties. The employee performs important administrative tasks on behalf of the County according to State and County policy.

1. Takes minutes and notes at all County Commission meetings; creates meeting agenda.
2. Handles complaints from the general public; works to create resolution and quell dissatisfaction.
3. Handles media requests; submits press releases to local media as needed.
4. Sends notifications to the press regarding County Commission meetings.
5. Oversees the maintenance of County buildings, including lawn care, cleaning, repairs, and new construction/additions.
6. Maintains all County contracts.
7. Oversees and conducts the bid process; sets bid deadline and bid open date; ensures all legal requirements for County bids are followed.
8. Oversees County liability insurance coverage; submits accident reports to insurance companies.
9. Maintains bonding paperwork for individuals.
10. Consults with County Attorney as needed regarding personnel matters, pending lawsuits, land purchases, etc.

11. Assists the Commission in developing County Resolutions.
12. Confers with Commission, other elected officials, and Department Heads in developing County policies, programs, and procedures.
13. Assists with Human Resources functions as needed.
14. Researches legislative acts, Attorney General Opinions, and maintains familiarity with the Code of Alabama.

ESSENTIAL FUNCTION: Supervision. The employee provides oversight of the departmental staff and their functions.

1. Maintains departmental calendar to ensure office is properly staffed at all times.
2. Approves leave for subordinate employees.
3. Reviews hourly employee work hour submissions.
4. Conducts performance evaluation of subordinate employees on a consistent basis; provides counseling on improving performance.
5. Sends employees to training and/or professional development as needed.
6. Conducts staff meetings; articulates goals, objectives, and directives to departmental employees.
7. Performs other duties as assigned.

Knowledge, Skills and Abilities

**Can be acquired on the job*

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, County, and federal statutes and laws.
3. Knowledge of advanced principles of accounting.
4. Knowledge of principles of management.
5. Knowledge of County filing system and procedures.
6. Verbal skills to effectively communicate with co-workers, commission, and the general public.
7. Computer skills to effectively create documents and enter budget information.
8. Reading skills to read, understand, and explain State acts, federal laws, and guidelines, and Attorney General opinions.
9. Writing skills to compose complex letters to citizens and other governmental agencies.
10. Math skills to accurately project and maintain budgets.
11. Ability to prioritize work projects.
12. Ability to multi-task.
13. Ability to organize files and work projects.
14. Ability to work with little or no supervision.
15. Ability to direct the work of others and ensure departmental projects and duties are completed.
16. Ability to pay attention to detail when completing reports.
17. Ability to work independently and exercise judgment to make prudent decisions.
18. Ability to respond to the needs of others efficiently and effectively.
19. Ability to drive.

Minimum Qualifications

1. Possession of a bachelor's degree in accounting, finance, business administration, public administration or related field from an accredited college or university or five years professional experience managing financial accounts, administration, or related field.
2. Ability to attain Certified County Administrator designation.
3. Possession of a current and valid driver's license.
4. Ability to work non-standard hours as required by the demands of the job.

Physical Demands

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.

Work Environment

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.