

COUNTY ADMINISTRATOR

FLSA Status: Exempt

GENERAL RESPONSIBILITIES

Serves as Chief Administrative Officer (CAO) responsible for the day-to-day operations of Berkeley County Government. Supervision is given to the following Department Heads: County Engineer, Planning Director, Facilities Supervisor, Office of Emergency Services Director, Fiduciary Supervisor, Central Dispatch Director and the administrative support staff of the County Commission's office. Direction is provided by the Berkeley County Council. Works closely with other constitutionally elected officials.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Meets with, advises and receives direction from the Berkeley County Council.
2. Responds to and carries out directives of the County Council.
3. Determines agenda for meetings of the Board acts as facilitator for weekly and special County Commission meetings and, generally, prepares materials to appear before the Board.
4. Acts as liaison between County Council members and Department Heads.
5. Reviews, as necessary, all correspondence directed to the County Council and to the County in general and prepare the appropriate response.
6. Develops policies, directives, resolutions and ordinances in draft and/or final form.
7. Responds to telephone calls and office visits from the public, Department Heads and County employees.
8. Prepares draft budget for review by County Council.
9. Serves as staff representative on various Boards and Commissions.
10. Responds to media inquires, Freedom of Information Act requests, etc.
11. Prepares, presents and administers various federal, state and local grants as-needed.
12. Reviews and proofreads all County Council minutes prior to distribution to the County Council.
13. Reviews and approves all purchasing specifications prior to forwarding to the County Council.
14. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of human resources, purchasing, finance, local government operations, and the relationships of various County Departments and agencies.
2. General knowledge of government operations to include economic development, land use planning, etc.
3. Excellent verbal and written communications skills.

4. Ability to deal with a wide variety of persons in settings ranging from highly structured to moderately unstructured where persons contacted may be skeptical, argumentative or uncooperative.
5. Able to diplomatically justify, defend, negotiate or settle matters involving significant or controversial issues.

EDUCATION AND EXPERIENCE

1. Bachelor's Degree from a recognized college or university in Public or Business Administration or related field. Master's Degree preferred.
2. Extensive experience (minimum 8-10 years) in an upper level management position, preferably as a County/City Administrator, Deputy Administrator, or Division Director. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid Driver's License.

Exempt

Rev. 01/11

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.