

COUNTY ADMINISTRATOR

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FLSA Status: Exempt

GENERAL RESPONSIBILITIES

The Incumbent will serve as Chief Administrative Officer (CAO) responsible for all aspects of the day-to-day governmental operations of Harrison County under the direction of the County Commission. Supervision of Department Managers includes, but is not limited to, the following: Planning Director, IT Director, Facilities Maintenance Director, Office of Emergency Services Director, Special Projects Manager, Day Report Center, Parks & Recreation Director, Animal Control Director, and the administrative of all staff of the County Commission's offices. The Incumbent will also work directly with all Constitutional Officers.

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 County Commission.
2. Implements and carries out the policies and directives of the County Commission.
3. Actively participates in the preparation and facilitation of regular and special County Commission meetings and, generally, prepares all supporting materials regarding issues to be addressed by the Commission.
4. Acts as first line supervisor between County Commission members and Department Directors.
5. Reviews, as necessary, all correspondence directed to the County Commission and to the County in general and prepare the appropriate response.
6. Develops and implements policies, directives, resolutions and ordinances in draft and/or final form.
7. Responds to communications and issues from the public, Department Directors, Constitutional Officers, and County employees.
8. Prepares draft budgets for review and adoption by County Commission.
9. Serves as staff representative on various Boards and Commissions.
10. Responds to Freedom of Information Act requests.
11. Supervises the preparation and administration of various federal, state and local grants.
12. Reviews and proofreads all County Commission minutes prior to approval and distribution.
13. Reviews and approves all requisitions and purchases ensuring adherence to requirements prior to forwarding to the County Commission.
14. Creates, implements, and improves, as necessary, systems to ensure protection and accountability of all assets utilized by the County Commission and Constitutional Officers.
15. Performs work required by the County Commission as required.

KNOWLEDGE, SKILLS AND ABILITIES

COUNTY ADMINISTRATOR

1. Possesses extensive understanding and knowledge of human resources, purchasing, finance, local government operations, and the relationships of various County Constitutional Officers, Departments and agencies.
2. Possesses general understanding and knowledge of government operations to include economic development, land use planning, etc.
3. Excellent verbal and written communications skills.
4. Ability to professionally deal with a wide variety of persons in settings ranging from highly structured to moderately unstructured where such persons may be skeptical, argumentative or uncooperative.
5. Ability to diplomatically justify, defend, negotiate or settle matters involving significant or controversial issues arising with Constitutional Offices, employees, citizens, vendors, and others.
6. Working knowledge for use and employment of computer and electronic processes, hardware and software applications to daily functions.

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, write, 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. 05/17/13

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