

POSITION DESCRIPTION

Title: County Administrator

Department: Commission Administration

Job Analysis: 08/89, 02/01, 04/06, 03/11, 11/15, 03/19, 09/21, 04/23

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Clerk/Treasurer, Budget Director, Personnel Director, Communication and Information Systems Director, Council on Aging Coordinator, Director of Archives and History, Facilities Maintenance Coordinator, Customer Relationship Manager, Grants Director, Administrative Services Manager, Public Information/Communication Specialist, and others as deemed necessary.

Internal Contacts: Elected Officials

External Contacts: General Public, Media, Attorneys, City, State and Federal Officials.

Status: Appointed Contract/Exempt

Job Summary

The County Administrator serves as the Chief Administrative Officer of Baldwin County; furthermore, serving at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee. The County Administrator will coordinate between various departments and the Baldwin County Commission as instructed.

Job Domains

A. Supervision and Office Management

1. Proposes goals and policies to the Baldwin County Commission.
2. Provides supervision and administrative support services to subordinate staff and employees, including, without limitation, assigned appointed and merit department heads and appointed contract employees.

3. Prepares performance plans for and evaluates the performance of assigned appointed and merit department heads and appointed contract employees.
4. Reviews goals, responsibilities, and staffing levels of assigned departments and makes recommendations to the Baldwin County Commission.
5. Oversees preparation of agendas for Baldwin County Commission meetings, work sessions and special meetings; responsible for signing off on agenda items for submission to the agenda.

B. Meetings and County Representation

1. Prepares public policy statements to present Baldwin County Commission's position on a wide range of matters as approved by the Baldwin County Commission.
2. Represents Baldwin County Commission in professional and public meetings.
3. Attends all Baldwin County Commission meetings, making appropriate and required reports and providing adequate and accurate information to Baldwin County Commissioners.
4. Researches and prepares complex reports as directed by the Commissioners to meet local, state, and federal requirements.
5. Oversees routine Baldwin County Commission correspondence.
6. Reviews laws pertaining to County Commissions especially those laws pertaining only to Baldwin County.
7. Advises and coordinates activities between the Baldwin County Commission and other entities; local, state, or federal, if necessary.

Knowledge, Skills, and Abilities

1. Skills to communicate and direct at all levels of government, including public speaking.
2. Skills to perform and understand expenditures and investments as it relates to the County.
3. Skills to neatly complete forms, records, and reports.
4. Skills to understand codes, regulations, and policies.
5. Knowledge of County rules, regulations, and policies.
6. Ability to establish and maintain effective working relationships with supervisors, subordinates, and the general public.
7. Ability to give clear and concise instructions to staff.
8. Knowledge of Code of Alabama and Acts of Alabama Legislature.

Other Characteristics

1. Be willing to work non-standard hours as necessary.
2. Be willing to travel to attend meetings and workshops as required.

Minimum Requirements

1. Master's degree in public administration or business administration with five (5) years' experience in a related field; or

2. Bachelor's degree in public administration or business administration with 8-10 years' experience in a related field.
3. Possess a valid driver's license and be insurable by the County's insurance standards.