

POSITION DESCRIPTION

Title: County Administrator

Department: Commission Administration

Job Analysis: 08/1989, 02/2001, 04/2006, 03/2011, 11/2015, 03/2019

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: County Commission Administrative Staff, Council on Aging Coordinator, Director of Archives and History, Facilities Maintenance Coordinator, Planning and Zoning Director, Animal Control Officer and others as deemed necessary.

Internal Contacts: Elected Officials

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

Status: Exempt/Appointed Contract

Job Summary

Serves as the Chief Administrative Officer of Baldwin County; furthermore, serving at the exclusive pleasure of the Baldwin County Commission. 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 administrative support services to department heads.
3. Prepares performance plans for and evaluates the performance of merit department heads only under the County Administration Department.
4. Reviews goals, responsibilities and staffing levels 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.