

# MARSHALL COUNTY, ALABAMA

## Job Description

### COUNTY ADMINISTRATOR

**Department:** Commission Office

**Job Code:** 965

**Pay Grade:** 121

**FLSA Status:** Exempt

**Reports To:** Commission

#### JOB SUMMARY

The County Administrator directs and coordinates administration of County government in accordance with policies established by the County commission. Supervises the accounting department. Prepares annual budget and financial statements and monitors expenditures. Provides information on a variety of subjects for commissioners as the need arises. Represents the commission at meetings, with state legislators, and in obtaining and administering grants. Develops short and long-term plans and projects in accordance with the guidelines established by the commission.

#### ESSENTIAL JOB FUNCTIONS

- Serves as the Chief Financial Officer for the County.
- Prepares annual budget for the County and submits for approval.
- Prepares or directs preparation of accounting and financial statements.
- Performs research in order to discover new revenue and grant sources.
- Writes grant proposals.
- Administers grants received annually, including providing required reports.
- Assists examiners during audit process to ensure that all records are in compliance with the law and professional standards.
- Authorizes purchases in accordance with budget and legal requirements.
- Supervises the Accounting Department.
- Directs the operation of the accounting department by establishing the procedures to be followed, in maintaining accounting and payroll records for the County.
- Ensures that minutes, insurance, inventory, and other records are accurate and maintained in accordance with requirements.
- Interviews candidates and makes hiring recommendations to fill positions.
- Monitors and trains new employees in computerized accounting, preparation of financial statements, etc.
- Plans, schedules, assigns, reviews, and evaluates subordinate employees.
- Plans for future development in departments by implementing more efficient methods and procedures and by updating and improved computerized accounting, fixed assets inventory, and payroll.
- Represents the County Commission in a variety of situations.
- Makes presentations at conferences, commission meetings, civic organizations, TV, and radio.
- Responds to comments, complaints, and requests from elected officials, department heads, public, press, agencies, etc.
- Communicates with state legislators regarding matters of interest to Marshall County.
- Represents the County's interest in issues involving state and federal agencies.
- Meets with grant sources to obtain funding for various projects.
- Assures that policies and procedures are followed.
- Revises policies to improve effectiveness and efficiency.
- Conducts research for lawsuits, financial matters, commission information, etc., as needed.

- Prepares resolutions, contracts, agreements, etc. for the County.
- Provides information to commissioners regarding laws and ordinances as they pertain to a variety of matters.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in accounting, business or public administration, or a related field and five (5) years of experience government accounting and finance, with at least three (3) years of supervisory experience.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of the legal requirements relating to the operation of the office of the County Administrator.
- Knowledge of principles of management and supervision.
- Knowledge of the principles and practices of County finance administration and accounting.
- Knowledge of business English.
- Knowledge of modern office procedures and functions.
- Knowledge of auditing principles, procedures, and application.
- Knowledge of the operation of the legislature.
- Ability to train departmental employees.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to read and understand written instructions, directives, manuals, laws, and regulations.
- Ability to provide guidance and supervision in order to facilitate the efficient operation of the office.
- Ability to establish and maintain effective working relations with elected officials, employees, the public, and officials of state and federal governments.
- Ability to analyze information and draw sound conclusions.
- Ability to plan and implement complex projects.

### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, standing and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

### **WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable office environment.

**Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***