

**JOB DESCRIPTION  
MARSHALL COUNTY, ALABAMA**

**COUNTY ADMINISTRATOR**

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**JOB GRADE: 25**

**JOB CODE: 965**

Department: Commission  
Reports To: Commission Chairman  
Date: August 2015  
FLSA: Exempt  
DOT Ref: 188.117-114

**JOB DESCRIPTION**

Direct and coordinate administration of county government in accordance with policies established by the county commission. Supervise the accounting and information services departments. Prepare annual budget and monitor expenditures. Provide information on a variety of subjects for commissioners as the need arises. Represent the commission at meetings, with state legislators, and in obtaining and administering grants. Develop short and long term plans and projects in accordance with the guidelines established by the commission.

**ESSENTIAL JOB FUNCTIONS**

A. Serve as the chief financial officer for the County:

1. Prepare annual budget for the county and submit for approval.
2. Prepare or direct preparation of accounting and financial statements.
3. Perform research in order to discover new revenue and grant sources.
4. Write grant proposals.
5. Administer grants received annually, including providing required reports.
6. Assist examiners during audit process to ensure that all records are in compliance with the law and professional standards.
7. Authorize purchases in accordance with budget and legal requirements.

B. Supervise the Accounting Department and Information Systems Department:

1. Direct the operation of the accounting department by establishing the procedures to be followed, in maintaining accounting and payroll records for the county.
2. Ensure that minutes, insurance, inventory, and other records are accurate and maintained in accordance with requirements.
3. Interview candidates and make hiring recommendations to fill positions.
4. Monitor and train new employees in computerized accounting, preparation of financial statements, etc.
5. Plan, schedule, assign, review, and evaluate subordinate employees.
6. Plan for future development in departments by implementing more efficient methods and procedures, by updating and improved computerized accounting, fixed assets inventory, and payroll.

C. Represent the County Commission in a variety of situations:

1. Make presentations at conferences, commission meetings, civic organizations, TV and Radio.
2. Respond to comments, complaints, and requests from elected officials, department heads, public, press, agencies, etc.
3. Communicate with state legislators regarding matters of interest to Marshall County.

**ESSENTIAL JOB FUNCTIONS (Continued)**

4. Represent the County's interest in issues involving state and federal agencies.
5. Meet with grant sources to obtain funding for various projects.

**D. Perform a variety of administrative tasks:**

1. Assure that policies and procedures are followed.
2. Revise policies to improve effectiveness and efficiency.
3. Conduct research for lawsuits, financial matters, commission information, etc. as needed.
4. Prepare resolutions, contracts, agreements, etc. for the county.
5. Provide information to commissioners regarding laws and ordinances as they pertain to a variety of matters.
7. Provide back-up for other deputies.
8. Check businesses, and when closed, check back doors, etc.
9. Participate in special operations, such as seat belt, child passenger safety checks, drug operations, etc., as assigned.
10. Monitor vehicle traffic on highways and roads within county.
11. Document all activities of the shift.

**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.

**MINIMUM QUALIFICATIONS**

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

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**