

**CALHOUN COUNTY, ALABAMA  
JOB DESCRIPTION**



**Calhoun County Administrator**

**Department:** County Commission

**Reports to:** County Commission Chairman and County Commission.

**Subordinate Staff:** Assistant Administrator; Administrative Secretary; Human Resource Manager; Solid Waste Program Manager; Environmental Program Manager; It Specialist; Chief Maintenance Supervisor; and Custodian Supervisor.

**Other Internal Contacts:** Employees and Members of the County Commission.

**External Contacts:** General Public; Other Elected Officials; County Attorney; EMA Director; County Engineer; County Department Heads; Members of the Department of Public Examiners; Financial Institutions.

**Class:** Non-Civil Service; FLSA – Exempt

**Pay:** The minimum salary for this position is \$125,000.00 with an actual starting salary dependent upon experience and qualifications.

**The deadline to submit will be May 6, 2024**

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**JOB SUMMARY**

The principal function of an employee in this class is to ensure efficiency and effectiveness in the delivery of all services within the County. The work is performed under the direct supervision of the Calhoun County Commission but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the County Administrator's office, assigned Department Heads and top management personnel, with involvement in personnel issues County-wide. The County Administrator is responsible for coordinating projects with elected and appointed officials in a non-supervisory relationship. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other County employees, business and community organizations, State and Federal officials, representatives of municipalities within Calhoun County, the County Commission and the public. The principal duties of this class are performed in a general office environment.

**ESSENTIAL FUCTIONS**

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- Plans, directs, administers and supervises the work of all County Departments under the control of the County Commission through coordination of activities with Department Heads and related management staff;
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- Serves as the chief information source for the County Commission in the discussion, development and implementation of policy objectives, including maintaining a current understanding of trends within County management, fiscal realities, quality of services and all applicable laws and related ordinance; provides information to the County Commission on the activities and operations of County Departments/Agencies;
- Serves as a liaison between elected officials within the County;
- Plans and organizes administrative actions to implement the policies of the County Commission;
- Works with Department Heads, communicating policies and procedures of the County Commission and ensuring professionalism, efficiency and effectiveness in all operations;
- Ensures proper custody of County property, funds and assets;
- Coordinates policy development, implementation and administration in all areas of County operations;
- Oversees the production of a proposed annual County budget and capital improvement plan and submits all figures to the County Commission;
- Monitors the budget and reports to the Commission on the financial condition and the needs of the County;
- Responds to requests for information from the citizens of Calhoun County, listens to complaints, and seeks to resolve conflicts involving any aspect of County operations;
- Represents the County's interest in issues involving State and Federal governmental agencies and/or legislative bodies;
- Attends all County Commission meetings;
- Performs special projects for the County Commission as directed;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps the County Commission and designated others fully and accurately informed concerning work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, and training sessions. Reviews publications and audio-visual materials to become and remain current on the principles and practices
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness, efficiency of interdepartmental operations, and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the principles and practices involved in County/ municipal and government management;
- Comprehensive knowledge of public budgeting practices procedures. Understanding of organizational structure, function, and legislative processes involved in local government;
- Comprehensive knowledge of the function and purpose of all County Commission divisions, sections and offices;
- Ability to interpret, communicate and implement the policies of the County Commission;
- Ability to perform short- and long-term planning functions for the direction of all functions within the County and/or municipal government;

- Ability to make decisions involving the allocation and distribution of resources among various different functions within County and/or municipal government;
- Ability to analyze, interpret and compile complicated financial data;
- Ability to make presentations in public involving County and/or municipal operations;
- Ability to organize, coordinate, consolidate, combine and/or dissolve County functions as necessary;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **EXPERIENCE AND TRAINING**

Graduation from an accredited college or university with a Bachelor's Degree, preferably in Public Administration or Business Administration; and extensive experience in management functions within a County or Municipal Government.

### **ESSENTIAL ABILITIES**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit various work sites throughout the County and out of the area.