

COUNTY ADMINISTRATOR POSITION

Lawrence County Commission is seeking candidates for the position of County Administrator.

Five years minimum experience in government administration is required. Applicant **MUST** be a Certified County Administrator.

Duties included but are not limited to:

Responsible for the overall operation of the County Commission Office. Prepares and maintains financial records and reports. Oversees financial affairs of the County. Prepares and presents annual budget. Assist in the implementation of County's policies and procedures. Oversees personnel policies and procedures. Prepares agenda for and publishes minutes of Commission Meetings. Provides required information to attorneys, auditors and other necessary reporting authorities.

Full job descriptions and Applications may be obtained at:

Lawrence County Commission
12001 AL Highway 157, Moulton, AL
PO Box 307, Moulton, AL 35650
256-974-0663 or mgraham@lawrenceco.org

Applications and/or resumes must be postmarked or received by Lawrence County Commission on or before October 11, 2013.