

## **POSITION DESCRIPTION**

Title: Assistant County Administrator  
Department: Commission Administration  
Job Analysis: April 2024

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 Administrator  
Subordinate Staff: All departments under the County Administrator in absence of Administrator  
Internal Contacts: Department Heads and other Departmental Personnel  
External Contacts: General Public, various Government Officials, Vendors  
Status: Classified/Exempt

### **Job Summary**

This position is responsible for assisting in the overall administration of county government, under the Commission Administration Department and as assigned by the County Administrator.

### **Job Domains**

1. Supervises personnel; makes recommendation for hiring personnel; trains, disciplines and evaluates personnel.
2. Assists in the annual audit.
3. Directs public and visitors to various locations as required and provides whatever information is available to general inquiries.
4. Communicates and coordinates to maximize the effectiveness and efficiency of interdepartmental operations and activities.
5. Attends Federal, State and County meetings as needed.
6. Helps implement and carry out County, State and Federal policies and procedures on grants and other County related projects, etc.
7. Supervises office and staff in absence of County Administrator.
8. Arranges voting sites and assists with voting policies and procedures with local officials.
9. Assists in the preparation of the annual budget and periodic fiscal review.

10. Works with legal in preparing and submitting information for law suits or governmental inquiries.
11. Conducts research on state and local statutes and prepares reports as directed by the County Administrator.
12. Performs related work as required.

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

(Any item with an asterisk will be taught on the job)

1. Knowledge of mathematics and statistical analysis methods.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Skills to communicate effectively and maintain effective working relationships with Public Officers, supervisors, co-workers and the public.
5. Skills to read, understand and compile printed reports and research assignments.
6. \*Knowledge of County Commission activities.
7. Knowledge of filing procedures.
8. Knowledge and ability to operate office machinery, computers and general software.

### **Other Characteristics**

1. Thorough knowledge of the principles and practices of public administration; good knowledge of the principles and practices of governmental accounting, purchasing and budgeting; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with public officials, department heads, employees and the public.
2. An employee in this class performs administrative work involving accounting, purchasing, budgetary and related administrative functions of local government. Work is performed under the general supervision of the County Administrator with considerable latitude for exercising independent judgment and supervision is exercised over professional, technical and clerical staff. The Assistant County Administrator assumes the duties and responsibilities of the County Administrator in the latter's absence.
3. Ability to work under stress of recurring deadlines.
4. Willing to work from multiple office locations as necessary.

### **Minimum Qualifications**

1. Attainment of a minimum of a bachelor's degree from a recognized college or university in public or business administration, accounting or closely related field and a minimum of three (3) years' responsible administrative experience, preferably in local government; or a combination of education and experience equivalent to these requirements.
2. Have a valid driver's license.

**TO APPLY:** Please send resume via email to: [rcink@co.escambia.al.us](mailto:rcink@co.escambia.al.us) or call Ron Cink at 251-363-4773.

