



LAUDERDALE COUNTY COMMISSION
JOB DESCRIPTION

Revision Date – September 2024

County Administrator

Department: County Commission

Salary Negotiable
FLSA Exempt Position

Job Summary

Supervises, plans and directs the work of the County Commission Office. Responsible for all county financial records and budget requests for the Commissioners. Conducts budget hearings. Prepares and publishes the final budget. Prepares and publishes annual and semi-annual financial reports. Confers with department heads on county business. Monitors all bookkeeping procedures. Supervises all aspects of Human Resources and workman's compensation process. Runs all aspects of the county Safety Program. Performs related duties.

Education and Experience

- Possess a degree in accounting or related business field. Preferred a Master Degree in Business or related field.
- Must be certified as County Administrator by the requirements set out by the Association of County Commissions of Alabama within three years of date of hire.
- Three years of administrative experience.

Financial Management and Accounting

- Establishes office procedures and practices to ensure posting and maintenance of required financial journals and ledgers.
- Maintains fund balances and invest county funds in a safe and profitable manner.
- Prepares annual budget in coordination with chairman and commission.
- Reviews budget on a monthly basis; pointing out budget overruns and recommending budget revisions.
- Reviews and approves semi-annual and annual financial statement for publication.
- Prepares and publishes all budget notices as required by state and federal laws.
- Prepares and distributes invitations for bids.
- Oversees purchasing for county departments ensuring that purchase orders and invoices are processed in accordance with state laws and county policies.
- Establishes inventory system and ensures that inventory records are kept up to date.
- Ensures that payrolls are prepared in accordance with applicable laws and county proper reports are made timely.
- Handles all reports of community development block grant projects, working closely with project administrator and project engineer.
- Reviews grant applications and approve financial reports filed.
- Prepares all County Funds for Deposit in timely manner.

Office Management and Supervision

- Assigns and reviews work of all County Commission staff.
- Assists Examiners of Public Accounts in county audit.
- Receives and responds to community complaints and request from public concerning

services at the county, both in person and by phone.

- Receives and responds to comments, complaints and request from county department heads, both in person and by phone.
- Provides public relations expertise as necessary to promote good will toward commission.
- Answers correspondence regarding commission business.
- Handles various administrative duties as assigned by chairman.
- Recommends personnel policies and procedures to the commission for approval.
- Types letters, reports, correspondence, etc., from oral dictation and/or written notes.
- Trains, guides, and instructs staff; evaluates performance and skills; and recommends appropriate personnel action regarding position and salary.
- Keeps insurance current on all county property.
- Monitors all Workers Compensation and Liability insurance claims and lawsuits.

Commission Assistance

- Attends all commission meetings, records minutes of commission meetings and furnishes each member with copy of minutes.
- Prepares agenda for commission meetings and provides copy to commission before meeting date.
- Prepares correspondence to citizens and other governmental agencies for the commission.
- Schedules meetings for commission and keep commissioners informed of calendar of events.
- Implements and carries out all policies and procedures as established by the commission.
- Prepares work session agendas, attends meetings, and assists Commission in researching issues and records.

- Attends August and December ACCA Conference.
- Attends yearly Administrator ACCA Conferences.
- Keeps commission updated on legislative issues and law changes
- Keeps commission informed of changes in federal and state requirements.
- Works closely with county attorney to ensure legal compliance.
- Post public notices of all special commission meeting.

Knowledge, Skills, and Abilities

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

- *Knowledge of Code of Alabama as it relates to county activities.
- *Knowledge of County Finance Manual requirements.
- Ability to develop accurate plans and budget.
- Ability to work independently and exercise good judgment in making decisions.
- Math skills to add, subtract, multiply, and divide with fractions and decimals.
- *Knowledge of county rules, regulations, policies and procedures.
- Verbal skills to communicate effectively with elected officials, co-workers and general public.
- Writing skills to complete forms and reports and to compose letters and memos.
- Ability to exercise proper judgment.
- Ability to establish and maintain effective working relationships with county commissioners, co-workers and general public.
- Knowledge of general office practices and procedures.
- Supervisory skills to lead and motivate subordinates.
- Ability to maintain confidentiality.
- Ability to record and maintain proper files.

- Ability to accurately follow directions.
- Ability to interpret and implement federal rules and regulations, as well as state acts and
- Ability to work long hours.

Physical Characteristics

- See well enough to read print and numbers without error or transposition; corrective lens acceptable.
- Hear well enough to communicate on the telephone; hearing aid acceptable.
- Speak well enough to address large groups.
- Body mobility to move freely about the office and at department headquarters.
- Strength to lift and carry heavy books.
- Use of hands and fingers to write, type, and file.

Other Characteristics

- Willing to travel to and attend seminars and workshops.
- Willing to work overtime and weekends in order to complete work.
- Must be bondable.
- Must live in Lauderdale County.
- In accordance with the Alabama Ethics Law, family members of the County Administrator will be ineligible for employment with Lauderdale County.

Relationships

- Reports to: County Commissioners and Chairman
- Subordinate staff: Human Resources Director and Assistant; Accounts Payable; IT Specialist; Administrative Clerk; Maintenance Staff; Animal Control Officer; Bookkeeper, County Department Heads, all County Employees
- Internal contacts: Elected Officials
- External Contacts: General Public; Attorneys; Members of Department of Public Examiners; Financial Institutions; Various State and Federal Agencies

APPLY VIA EMAIL: hr@lauderdalecountyal.gov

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Statements included in this description are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.