



# County Administrator

## JOB SUMMARY

This position is responsible for managing the operations of the county government.

## MAJOR DUTIES

- Serves as the Chief Administrative Officer of Lamar County and manages the day-to-day operations of the county; exercises administrative authority and supervision over all county departments and personnel under the jurisdiction of the Board of Commissioners.
- Ensures that ordinances, resolutions, and regulations of the Board of Commissioners and the laws of the State of Georgia are implemented and enforced.
- Develops a budget plan and calendar for forming the county budget; formulates and submits proposed budgets to the Board of Commissioners.
- Prepares and directs the implementation of a five-year capital improvement plan.
- Administers the county's personnel system.
- Manages the purchasing of services, materials, and supplies for the county.
- Serves as hearing officer for employee appeals in accordance with the Board adopted personnel policy.
- Supervises the programs of financial management, personnel administration, procurement, and risk management.
- Serves as a liaison between the Board of Commissioners and the public by responding to inquiries and resolving conflicts.
- Directs the development and implementation of short- and long-range plans.
- Manages and coordinates the county's legislative advocacy program in collaboration with ongoing efforts of ACCG and the Board of Commissioners.
- Provides assistance to constitutional officers regarding administrative programs and operations; provides guidance as requested.
- Assists the Board of Commissioners in the development of the county strategic plan; directs plan implementation; provides regular evaluations of progress; recommends corrective action when necessary.
- Manages all county departments to ensure adequate and efficient service to Lamar County citizens.
- Manages capital projects and contractors on behalf of the Board of Commissioners.
- Attends all meetings of the Board of Commissioners and briefs commissioners on issues and projects.
- Provides a financial report to the Board of Commissioners each month.
- Conducts meetings with department heads to focus departmental efforts on the overall goals and objectives of the county.
- Serves as legislative liaison between the county and other levels of government.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of public personnel administration.
- Knowledge of budget preparation and public financial management.
- Knowledge of the county code of ordinances and other regulations, policies and procedures.
- Knowledge of state and federal grant program requirements.

- Knowledge of the functions, organization, and operations of all county departments.
- Knowledge of the demographic and economic profile of the county, including its industrial base.
- Knowledge of the principles and practices of effective public relations.
- Knowledge of local, state, and federal laws in all areas applicable to county government, including unemployment, wages and hours, EEOC, taxes, workers' compensation, pensions, and risk management.
- Skill in management and supervision.
- Skill in identifying and solving problems.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Board of Commissioners assigns work in terms of county goals and objectives. Work is reviewed through conferences, reports, and observation of county activities.

## **GUIDELINES**

Guidelines include county codes and ordinances, applicable state and federal laws, county policies and procedures, the approved county budget, city/county agreements, and directives from the Board of Commissioners. These guidelines require judgment, selection, and interpretation in application. This position develops overall county guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and managerial duties in the management of the county government. The variety of county operations to be managed contributes to the complexity of the position.
- The purpose of this position is to manage the overall operation of the county government. Successful performance in this position facilitates the work of all county departments, ensures that county services are delivered, ensures that county records are properly maintained, ensures that all departments adhere to approved budgets, and enhances the image of the county.

## **CONTACTS**

- Contacts are typically with county personnel, elected and appointed officials, representatives of government agencies, business leaders, members of community organizations, contractors, vendors, representatives of other city and county governments, and members of the general public.
- Contacts are typically to exchange information, resolve problems, provide services, supervise personnel, and negotiate and settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Building & Zoning Administrator, Building Superintendent, Code Enforcement Officer, County Clerk, Emergency Management Director, Financial Director, Fire Chief, Human Resources / Payroll Director, Public Works Director, Recreation Director, and Senior Center Director.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a Bachelor's degree in a course of study related to the occupational field.
- Experience sufficient to understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.