

JOB TITLE: County Administrator Grade 25

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DEPARTMENT: Board of Commissioners, Hart County

Position Qualifications: County Administrator

Education

Minimum qualifications include a four year degree or equivalent work experience in public administration, business administration, accounting, or a related field. Experience as a City/County Manager is preferred. A high degree of integrity and responsiveness are required.

General

This is a top management position. The candidate must exhibit skills in Commission relations, human resource management, written and oral competency, finance/audit understanding, budgeting ability, grant management, and economic/industrial development. Candidate must be active in the community and exhibit such interest through development of facilities, projects, and programs (please provide any examples of related work). This position is responsible for the overall administration of Hart County government.

- Must be willing to maintain open and constant communication with the Chairman and the entire Commission. The County Administrator position requires attention to detail and the ability to complete the projects and intentions of the Commission.
- Assist the Commissioners by planning, directing, and supervising the daily operations of County government including serving as a liaison between the Commission and Department Heads.
- Develops materials for the commission meetings, implements decisions, and oversees the maintenance of minutes and records of the meetings.
- Insures compliance with all contracts, ordinances, and resolutions adopted by the commission.
- County Administrator must reflect leadership qualities.
- Strong oral and written communication skills required (please provide examples).
- Ability to negotiate.
- Understanding and appreciation of regionalism.
- Serves as personnel director for the County by performing duties such as advertising opening,

administering the benefits program, processing complaints/grievances, overseeing all employment decisions, and maintaining a wellness program.

- Capacity to maintain personnel and reduce turnover costs with the application of evaluation and training programs. County Administrator will be evaluated after three (3) months and annually thereafter.
- Manages insurance policies including liability, property, workers compensation, and health.
- Comprehension of grant development, writing, and management, thru the GMRC.
- Aptitude to understand and interpret Local, State, Regional, and Federal law.
- Relationship building skills that include City, County, Regional, State, Federal, and other such agencies, including Board of Education, ACCG, and Development Authorities.
- Comprehensive understanding of business development for current and/ or potential operations in the County.
- Public safety awareness, emergency preparedness, risk management, and business continuity planning is required.
- Computer skills are a necessity as well as the ability to continue information technology advancements.
- Strong budget planning and financial management abilities. County Administrator must be familiar with local government funding methods and agencies, including S.P.L.O.S.T.

Supervisory Controls

The Board of Commissioners assigns work in terms of standing goals, objectives, and priorities. The employee must use judgment in deciding how to best accomplish these goals. Work is reviewed through conferences, reports, and observations of department and government activities.

Guidelines

Guidelines include all county ordinances, applicable state and federal laws and regulations, grant contracts, county policies and procedures, and directives from the commission. These guidelines require sound judgment, selection, and interpretation \in application.

ADA Compliance

Environmental Conditions:

Office environment, travel as necessary to represent the County's interests before the legislature, the Governor's office and/or various departments of the State and Federal Government. Job functions may be performed with exposure to adverse environmental conditions when necessary.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for sitting for prolonged periods of time, keyboard operation, and travel to and from various destinations, ability to exert light physical effort which may involve lifting, carrying, pushing and/or pulling of objects.

Sensory Conditions:

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing.