

COOSA COUNTY

JOB DESCRIPTION

Job Title: County Administrator

Department: Commission Office

FLSA:

Grade:

Job Description Prepared: May 2015—Updated 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job 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: Commission Chairman

Subordinate Staff: Accounts Payable/Payroll Clerk; Accounts Receivable Clerk; Senior Center Staff; Transportation Staff; Maintenance Supervisor; Custodian

Other Internal Contacts: All County Departments; Employees; Elected Officials

External Contacts: General Public; Regional Planning Commission; Industrial Development Board; Alabama County Commission Association (ACCA); Local Government Training Institute; Banks; State Examiners; Department of Revenue; ALDOT; Vendors; Contractors; Newspapers; Municipalities; Attorneys; Service Techs; State Officials; Federal Government officials

Job Summary

Under the general oversight of the County Commission, the employee provides financial management and administrative leadership to the County. The employee develops and maintains the County Budget with input from department heads and County Commissioners. This job is also responsible for the administrative tasks that affect the

entire County and supervising the staff of the County Commission Office and other departments.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision. Provides supervision and direction to the work of subordinate employees.

1. Manages the County operations daily.
2. Establishes work goals and procedures for the County Commission Office and other staff.
3. Approves annual and sick leave.
4. Provides recommendations to County Commission for new hires and conducts interviews.
5. Initiates termination procedures upon approval of County Commission.
6. Reviews employees' work for completeness and accuracy.

ESSENTIAL FUNCTION: Financial Management. Manages the fiscal obligations of the County in accordance with appropriate state and federal laws and guidelines.

1. Serves as the Chief Financial Officer for the County.
2. Supervises and participates in the accounting activities of the County to include disbursements and receipts, reimbursements, bank statement reconciliation, revenue reports, and expenditures.
3. Maintains the central accounting system.
4. Maintains general and subsidiary ledgers, maintains records of claims against the county.
5. Maintains office computer accounting system and records.
6. Submit proper claims and demands against the county to the County Commission for approval.
7. Prepares financial statements and reports on County financial affairs for submission to administrative officials, County Commission, and the public.
8. Directs the preparation of revenue, expenditure, debt, cost and a variety of other financial statements.
9. Manages the receipt and deposit of county revenues and the maintenance of receipt and revenue records.
10. Oversee the accounts payable, accounts receivable, and payroll functions.

ESSENTIAL FUNCTION: Public Relations and Information. Communicates with the public, employees, and other governmental officials as the primary representative of the County.

1. Prepares public statements to represent the County's position on a wide range of matters in accordance with County policies, rules, and regulations.
2. Represents the County in professional and public meetings.
3. Answers questions and gives information concerning County policies and ordinances.

ESSENTIAL FUNCTION: Administrative Oversight. Provides oversight for the administrative operations of the County and represents the County as its most visible employee.

1. Attends and takes minutes at County Commission; records and certifies minutes.
2. Performs County-wide inventory tracking fixed assets.
3. Works closely with state examiners to provide information and documentation during yearly audits.
4. Coordinates the bid process to include sending notifications to potential bidders, setting deadlines for bids, and scheduling bid opening.
5. Checks and attests to official action of the Commission.
6. Prepares, indexes, and files official County documents.
7. Develops and submits for approval County resolutions.
8. Corresponds with other governmental jurisdictions and agencies.
9. Prepares appropriate and required reports and provides ample and accurate information upon which the County Commission must base its actions.
10. Assists in the preparation of the County budget; submits to Commission for approval; works with department heads to compile budget requests.
11. Prepare records, reports and fiscal summaries as requested by the Chair and/or Commission.
12. Oversee and check maintenance of personnel records for accuracy and completeness.
13. Travels for training, conferences, meetings and seminars.
14. Prepare Commission meeting Agenda.
15. Maintains Bond records and renew bonds for elected officials and contract employees as required.
16. Maintain contracts and renewals for county departments.
17. Point of contact for all insurance claims—auto, property, etc.
18. Maintain current and correct inventory of automobiles, property, and employees for insurance claims.
19. Employee conflict resolution.
20. Grant Administrator—includes maintaining reports, claims, revenues and expenditure's for auditors.

21. Point of contact for the Department of Revenue and reporting/paying fees to the DOR.
22. Approve all payments to vendors, contractors, and obligatory monthly expenses.
23. Register employees for seminars, classes, conferences, and accommodations as required.
24. Deposit checks received from state and federal entities, probate and revenue offices, coding to appropriate accounts and journaling in cash receipts to ensure revenue receipting.
25. Performs other duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, County, and federal statutes and laws.
3. Knowledge of advanced principles of accounting.
4. Knowledge of principles of management.
5. *Knowledge of County filing system and procedures.
6. Verbal skills to effectively communicate with co-workers, commission, and the public.
7. Computer skills to effectively create documents and enter budget information.
8. Reading skills to read, understand, and explain State acts, federal laws, and guidelines, and Attorney General Opinions.
9. Writing skills to compose complex letters to citizens and other governmental agencies.
10. Math skills to accurately project and maintain budgets.
11. Ability to prioritize work projects.
12. Ability to multi-task.
13. Ability to organize files and work projects.
14. Ability to work with little or no supervision.
15. Ability to direct the work of others and ensure departmental projects and duties are completed.
16. Ability to pay attention to detail when completing reports.
17. Ability to work independently and exercise judgment to make prudent decisions.
18. Ability to respond to the needs of others efficiently and effectively.
19. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in accounting, finance, business administration, public administration or related field from an accredited college or university.
2. Five years' professional experience managing financial accounts, governmental administration, or related field; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license.
4. Ability to attain Certified County Administrator designation.
5. Ability to work non-standard hours as required by the demands of the job.
6. Ability to travel as required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.