

Coosa County Administrator Job Posting

The Coosa County Commission will take applications for County Administrator September 2, 2025—October 3, 2025 at 4:00 p.m.

The position is responsible for the daily operations of the County Commission Office, including, but not limited to, serving as the county Chief Financial Officer, Grant Administrator, preparing financial reports (revenues, expenditures, debt, obligations, and other reports as needed and requested by auditors), and submitting reports to the Department of Revenue and Federal Treasury by deadlines. The Administrator is responsible for maintaining county department's budgets, grant reporting, and working closely with department supervisors and auditors.

The Administrator is responsible for general supervision of the Commission office staff, Senior Centers, Public transportation, Maintenance, and non-elected Department Supervisors.

Requirements include BS degree in Accounting, Finance, Business Administration, Public administration, or a related field from an accredited college. Five years' professional experience managing financial accounts, governmental administration or related field or any combination of education, training, and experience commensurate with the requirements of the job.

Compensation depends on experience and qualifications.

Please see attached Job description and application. Applications may be brought to the Commission office located in the Coosa County Courthouse, or emailed to amy.gilliland@coosacountyal.com

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.

APPLICATION FOR EMPLOYMENT

COOSA COUNTY COMMISSION

P.O. BOX 10
ROCKFORD, AL 35136
256-377-2420
F 256-377-2524

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Other _____			
Last Name		First Name	
		Middle Name	
Address	Number	Street	City
		State	
		Zip Code	
Telephone Number(s)		Social Security Number (Voluntary)	

Best time to contact you at home is: _____:_____ AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)
☐ Part-Time (please indicate Mornings Afternoon Evenings)
☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER

DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

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ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

___Terminal	___Spreadsheet	Production/Mobile Machinery (list)	Other (list)
___PC/MAC	___Word Processing	_____	_____
___Typewriter	___Shorthand	_____	_____
WPM ___	WPM ___	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1. _____ (_____) _____

 _____ (Address) _____

2. _____ (_____) _____

 _____ (Address) _____

3. _____ (_____) _____

 _____ (Address) _____

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Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____