



Position: County Administrator

Department: Chairman and Board of Commissioners

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JOB SUMMARY

This position serves as the executive administrative officer responsible for managing day-to-day county government operations including overseeing the personnel, budgeting, purchasing, and grants functions of the government.

NOTE: This position is non-Civil Service; it is annually appointed by and serves at the pleasure of the Walton County Chairman and Board of Commissioners.

MAJOR DUTIES

- Manages the daily operations of the county, to include departmental reviews to ensure efficient and effective provision of services in accordance with expected standards and deadlines.
- Acts as liaison between the commissioners and the public by responding to inquiries and resolving conflicts.
- Prepares and monitors the use of economic development grant applications; monitors the execution of grants.
- Develops and implements operating policies and procedures for the county in conjunction with the commissioners.
- Oversees the operation of employee benefits programs, including pension plan, risk management, and workers' compensation.
- Coordinates with Public Information Officer to provide reports and information to the media and civic organizations as requested.
- Coordinates with the Chairman on a daily basis to ensure tasks, goals, and strategy is "on track" and fully understood. Also liaisons with Commissioners upon their availability and request to affirm objectives, policy compliance and track progress.
- Establish and maintains credibility and unity throughout the organization as an effective developer of solutions; provide strategic input and leadership on decision making issues, consulting with the Chairman and Board of Commissioners, department heads, elected officials and other relevant individuals regarding operations/activities, problem review/resolution, and

overall direction for the county consistent with goals, strategies, and mission.

- Coordinates multiple department projects by serving as lead executor, moderator, and guide by integrating missions and leading the necessary collaboration to affect solutions and successful outcomes.
- Establish, set common goals, and direct relationship between departments to work in concert for the mutual benefit of all Walton County staff.
- Assists the Chairman with preparation of the annual county budget for Board of Commissioners consideration and revisions. Monitor budget compliance throughout the fiscal year.
- Provides support to the Chairman and Board of Commissioners; prepare correspondence; including agenda items, supporting documentation, presentation materials; attend all Commission meetings; proactively respond to inquiries; provide information and make recommendations on the status of county operations and projects; implement decisions of the Commission.
- Oversees SPLOST projects, capital improvement and special projects, including the planning, design, funding, implementation, and administrative support for successful completion.
- Performs public relations and liaison duties to include meetings and presentations with local/state/federal officials, attorneys, consultants, vendors, business leaders, civic groups, and the general public to coordinate activities, exchange information, resolve problems, and develop solutions for county programs, plans, and policies.
- Assists in the development of the county comprehensive and strategic plans.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations and related local, state, and federal regulations, grant program requirements, standards, policies, and procedures.
- Knowledge of the demographic and economic profile of the county, including its industrial base.
- Knowledge of community and economic development practices.
- Knowledge of budgetary principles and public financial management.
- Knowledge of supervisory principles and practices of public personnel administration, including unemployment, wage and hour, EEOC, taxes, workers' compensation, pensions, and risk management.
- Knowledge of computers and job related software programs.

- Knowledge of the principles and practices of effective public relations.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chairman and Board of Commissioners assigns work in terms of overall county goals and objectives. The employee must use much judgment in deciding how to accomplish goals. The work is reviewed through conferences, reports, and observation of county government operations.

GUIDELINES

Guidelines include: county codes and ordinances; applicable state and federal laws; county policies and procedures; and directives from the Chairman and 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 management, administrative, and supervisory duties. The variety of county operations contributes to the complexity of the position.
- The purpose of this position is to manage the overall operations 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, and enhances the image of the county.

CONTACTS

- Contacts are typically with department heads, other county employees, elected and appointed officials, representatives of business and civic organizations, government agency officials, news media representatives, and members of the general public.
- Contacts are typically to: provide services; give or exchange information;

resolve problems; motivate or influence persons; or justify, defend, settle, or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over non-elected department heads as assigned by the Chairman and Board of Commissioners.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly 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.
- Ability to be bonded.

PREFERRED QUALIFICATIONS

- Experience with intergovernmental departments at federal and state levels.
- Experience with emergency operations planning, possessing an understanding of security requirements associated with public safety.
- Experience in reviewing engineering plans and diagrams.
- Experience in vulnerability assessment related to government/public performance and overall safety.