

## **COUNTY ADMINISTRATOR JOB DESCRIPTION**

The Quitman County Administrator reports to and serves at the will and pleasure of the five-member Quitman County Board of Supervisors. The administrator serves as the chief administrative officer of the county and is responsible for the general supervision of all departments falling under the general control of the Board of Supervisors. The administrator is responsible for a wide range of routine and complex administrative and managerial duties relating to the administration and operation of the county, at all times ensuring conformance to Board-established policy and State of MS statutes. The County Administrator provides direct support to the Board by overseeing the following: coordination of Board meetings, work sessions and presentations that require three or more Supervisors; and assistance to the Board in the preparation of the budget and tax levy. The County Administrator typically is required to take initiatives, act independently, and use mature judgment in all matters of administration, finance, coordination of operations and technical assistance rendered to the Board of Supervisors, department heads, and the general public.

### **Minimum Requirements:**

1. Graduation from an accredited college or university with a bachelor's degree; and such general or knowledgeable experience in any of the fields of work projection, budget planning, accounting, purchasing, cost control, personnel management, and road construction as may be required pursuant to Sections 19-4-1 through 19-4-9 inclusive, Mississippi Code, 1972.
2. At least 6 years prior experience in administration and management of personnel, financial systems and budget.
3. The ability to engage with the Board of Supervisors, commissions, the general public, personnel of the county, state or federal government agencies and to communicate actions, data or ideas in oral or written form in an effective manner.
4. The ability to receive directions in broad, general terms of desired results and to translate them into specific, effective and timely actions.
5. The ability to meet bonding requirements as required by law.

6. Such other abilities, experience or requirements as may be specified by law or as the Board of Supervisors may be authorized to require pursuant to law.

Duties & Responsibilities:

- Supervises the elements of county government under the control of the Board of Supervisors
- Oversees the day-to-day operations of the county, carrying out policies adopted by the Board of Supervisors
- Prepares the budget for consideration by the Board of Supervisors, and keeps the board informed regarding performance against that budget
- Advises the Board regarding viable federal or state grants and assistance for which the county may be eligible
- Secures insurance coverage for the county
- Maintains a perpetual inventory of county property, its location, and condition
- Receives inquiries and complaints from citizens of the county, investigates such inquiries and complaints, and reports findings to the Board
- Meets regularly with the Board of Supervisors and has full privileges of discussion, but no vote
- Performs any and all other administrative duties that the Board of Supervisors can legally delegate without violating the laws of the state nor impinging upon the duties set out by law for other officers.

Benefits - Pay based on the level of experience, fringe benefits include health and life insurances, retirement plan. Other optional insurances and deferred compensation programs available by payroll deduction.

Interested candidates should submit their resume via email to [vwilson@quitmancountymys.com](mailto:vwilson@quitmancountymys.com). Put ***Resume-Quitman County Administrator*** in the subject line. **The deadline to submit a resume is 5:00 p.m. on or before Thursday, May 28, 2020.** If you have questions, please contact the County Administrator office at 662.326.3520.

*The start date for this position is July 1, 2020.*

Quitman County is an Equal Employment Opportunity Employer.

