



Assistant County Administrator Administration

AD/1 - 901

JOB SUMMARY

This position, under limited supervision, performs professional work in carrying out the direction of the County Administrator on a wide range of County administrative and legal issues. Duties include assisting the County Administrator by supervising designated departments towards the achievement of departmental objectives and the objectives of the County government. It serves as a project manager for major building/construction projects and advising the County Administrator on the determination of program needs, the preparation and presentation of programs for the consideration of the Board of Commissioners and the implementation of approved programs. Exercises considerable independent judgment within an assigned area of responsibility, and work is subject to evaluation based on results obtained.

MAJOR DUTIES

1. Provides general oversight, guidance, and direction for designated departments, at the discretion of the County Administrator.
2. Works with the County Administrator, Department Heads, and employees of the County to plan, organize, and implement programs on matters affecting assigned areas of responsibility; reviews result of major studies and coordinates the preparation of reports and recommendations; briefs the County Administrator on matters of concern and presents program proposals for approval and submission to the Board of Commissioners.
3. Assists the County Administrator and Chief Financial Officer in preparation and monitoring of the annual operating and capital budgets in coordination with Department Directors; reviews departmental budget requests, reports, studies and recommends action to the County Administrator.
4. Assists the County Administrator by developing project strategies, working procedures and programs; provides professional support in planning, coordinating, communicating, facilitating, and producing results; assists in all phases of planning as necessary, aids various departments, and prepares goals and objectives, which have long term effects on County citizens.
5. Conducts project and organizational studies that may require coordination with external organizations and agencies; organizes, facilitates or participates with County departments and external organizations to identify needs, evaluate services and establish objectives; analyzes a variety of administrative, operational, fiscal, and social problems and makes sound recommendations for solutions; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service; compiles statistical data and management information for use by County officials.
6. Confers with officials of City, County, State, and Federal agencies regarding plans and priorities for existing and planned programs; serves a project manager for major building/construction projects.
7. Interacts with various individuals to provide information and assistance with problem resolution including County Commissioners, citizens, department heads and employees.
8. Undertakes and performs special public education projects as directed by the County Administrator; meets and corresponds with various citizens, professional, business, and other groups to answer questions and secure their help in carrying out various programs.
9. Drafts informational reports and news releases for dissemination to the public and the media; assists all departments in the dissemination of information to the public, news media, and other governmental entities.
10. Attends Board of Commissioner meetings and makes reports concerning activities for which responsible.
11. Represents the County Administrator in various conferences and meetings.
12. Coordinates special projects that may arise.
13. Performs the duties of the County Administrator in his/her absence.
14. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the policies, procedures, and activities of the County and practices related to the position of

Assistant County Administrator.

2. Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities.
3. Knowledge of how to develop and administer operations and staff plans and objectives.
4. Knowledge to develop and implement long-term goals for departments as necessary.
5. Knowledge of how to keep abreast of any changes in policy, methods, computer operations, equipment needs and activities as necessary.
6. Knowledgeable and proficient with computers and the Microsoft Office Products Suite.
7. Knowledge of the terminology, principles, and methods utilized within the County.
8. Knowledge of standard management and supervisory practices.
9. Knowledge of financial accounting and budgetary procedures
10. Skill in effectively communicating and interacting with employees, supervisors, members of the general public.
11. Skill in assembling information and making written reports and documents in a concise, clear and effective manner.
12. Skill to be able to use independent judgment and discretion while interacting with others including handling emergency situations, determining, and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.
13. Skill to comprehend, interpret, and apply regulations, procedures, and related information.
14. Skill in public and interpersonal relations.
15. Skill in oral and written communication.
16. Skill in the development and management of annual budgets.
17. Skill and mathematical ability to handle required calculations.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of goals and objectives. The supervisor reviews work through conferences, reports, and observation of activities.

GUIDELINES

Guidelines include federal, state, regional, and local laws, codes, and policies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures which change frequently contribute to the complexity of the position.
- The purpose of this position is to direct the activities of all County Departments. Success in this position contributes to the effectiveness of county government operations.

CONTACTS

- Contacts are typically with employees, members of the general public, contractors, developers, homeowners, regulatory agencies, the media, elected and appointed officials, attorneys, and vendors.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed in an office environment while sitting at a desk or table and on field visits requiring standing and walking along roads and in construction zones.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all County Departments as assigned by the County Administrator.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.
- Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting or finance
- Minimum of five years of overseeing daily operations in a mid-sized municipal or county government.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- Proficient with computers and the Microsoft Office Products Suite
- Must be able to operate a motor vehicle.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.