

Job Announcement

County Administrator

Coahoma County Board of Supervisors

Responsibilities & Duties

The County Administrator is appointed by the Board of Supervisors and carries out all policies adopted by the Board. The key responsibility of the County Administrator is to support the Board by overseeing the following duties:

- Coordinate Board meetings, work sessions & presentations that require three or more Supervisors.
- Assist the Board in the preparation of the budget and of the tax levy
- Employ and supervise department heads and employees according to the County's personnel policies and procedures and promote a safe work environment.
- Oversee the day-to-day operations of the County
- Act as liaison officer to work with the various divisions of County government and agencies to see that County owned property is properly managed, repaired, improved, kept or stored
- Have authority to make inquiry of any person or group using County funds appropriated by the Board of Supervisors as to the use or proper use of such funds and shall report to the Board of Supervisors as to such findings
- Have general supervision over County-owned property
- Have general supervision over any and all zoning and building code ordinances adopted by the Board of Supervisors and shall administer such ordinances
- Be the liaison officer to work with the various divisions of County government and agencies to see that County-owned property is properly managed, maintained, repaired, improved, kept or stored
- See that all orders, resolutions and regulations of the Board of Supervisors are faithfully executed

- Make reports to the Board from time to time concerning the affairs of the County and keep the Board fully advised as to the financial condition of the County and future financial needs
- Keep the Board of Supervisors informed as to federal and state laws and regulations which affect the Board of Supervisors and the County, shall advise the Board as to the possible availability of federal or state grants and assistance for which the County may be eligible and shall assist in the preparation and submission of plans and project specifications necessary to acquire such assistance and shall be the administering officer of County grants from state and federal sources
- Be charged with the responsibility of securing insurance coverage on such County property as the board shall decide should be insured and of securing any other insurance required or authorized by law. The County Administrator shall work out a plan of insurance for the County which will insure minimum premiums
- Receive inquiries and complaints from citizens of the County as to the operation of County government, investigate such inquiries and complaints and shall report any findings to the Board and the individual Supervisor of the district from which such inquiry or complaint arises
- Meet regularly with the Board of Supervisors and have full privileges of discussion but no vote
- Do any and all other administrative duties that the Board of Supervisors could legally do themselves and that they can legally delegate without violating the laws of the state nor impinging upon the duties set out by law for other officers

Minimum qualifications and requirements:

- Bachelor's Degree from an accredited four-year college or university and knowledgeable experience in the following fields: accounting, budget planning, finance, purchasing, cost control, and personnel management.
- The ability to engage with the Board of Supervisors, the general public, personnel of the county, state and federal government agencies and to communicate actions, data or ideas in oral or written form in an effective manner.
- The ability to receive directions in broad, general terms of desired results and to translate them into specific, effective and timely actions.
- 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.
- The ability to meet bonding requirements as required by law.
- The applicant will be subject to a background check, credit bureau report and will be required to take and pass a pre-employment drug test.

Benefits:

Fringe benefits include health, dental and life insurances, enrollment into the MS Public Employee Retirement System, paid holidays and leave accrual plan. Other optional insurances, and deferred compensation programs are available by payroll deduction.

Deadline to apply is Monday, September 12, 2022

To apply submit resume & other documentation to:

by mail:

**Coahoma County Board of Supervisors
Attention: County Administrator Position
P. O. Box 579
Clarksdale, MS 38614**