

BLAND COUNTY JOB DESCRIPTION

POSITION: County Administrator
DEPARTMENT: County Administration
EMPLOYMENT STATUS: Exempt

FUNCTION

The Administrator serves as the County's chief executive officer as well as its chief financial officer. The Administrator is appointed by and serves at the will of the Board of Supervisors.

JOB CONTENT

Responsible for the day-to-day operations of County government as directed by the Board of Supervisors as well as by Title 15.2 of the Code of Virginia, 1950, as amended.

Implements orders as directed by the County Board of Supervisors following each meeting.

Manages the County's adopted annual budget by skillfully performing budgeting, accounting and purchasing tasks with the assistance of the County's Finance Manager.

Responsible for all personnel decisions in accordance with the County's adopted Personnel Policies with the assistance of the County's Personnel Director.

Establishes policies and procedures to ensure that the County Administrator's office functions as the main focal point for local governmental services for the public, other government offices and fellow employees.

Supervises/oversees the work of the Building Inspections, Animal Control, Refuse Collection/Disposal, Planning/Zoning, Public Works, Personnel, Finance, Cannery and Building Maintenance Departments/Functions.

Ensures that all departments complete programs/projects according to County policies and yearly goals.

Confers with any resident concerning the affairs of the County and reports such matters to the Board for action as needed.

Makes policy recommendations to the governing body concerning the operation of any County department/function.

Attends to the execution of and enforces all lawful resolutions and orders of the governing body concerning any department, office, or employee of the County

government, and shall see that all laws of the State and County required to be enforced through the governing body are faithfully executed, and to make report to the governing body how such orders, resolutions, and laws have been executed.

Make monthly reports to the governing body on administrative matters as well as keeping it fully advised as to the financial condition of the County.

Purchases machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of the County. Interviews vendors to obtain information related to products including their pricing, service and delivery date. Keep costs and inventory records pertaining to items purchased with the assistance of the County's Finance Manager.

Conducts interviews, hires staff to fill vacancies and maintains personnel files with the assistance of the County's Personnel Director.

Oversees preparation and distribution of payrolls, pension plan payments, insurance reports and related data including numerous governmental reports with the assistance of the County's Personnel Director.

Prepares the annual budget and advertises it for Board adoption.

Prepares agenda jointly with the Chairman of the Board, attends Board of Supervisor meetings, takes and prepares minutes.

Oversees the bidding process and the awarding of contracts for construction and building maintenance projects.

Attends committee meetings of the Board of Supervisors, Virginia Association of Counties and related meetings to keep abreast of modern developments in County government.

Receives citizens, investigates complaints, coordinate inter-governmental problem solving with neighboring counties.

Performs a wide variety of related administrative tasks as needed and performs any duties designated by the Board of Supervisors not specifically described in the job description.

EDUCATION

Bachelors' Degree in Business Administration, Public Administration or related field.

KNOWLEDGE/ACCEPTABLE EXPERIENCE

Minimum of 5 years of experience in county government as a department head or similar experience or combination of 5 years education and experience.

Knowledge of public administration required. Ability to plan, coordinate and make sound decisions. Skill in coordinating total job function to achieve desired results.