

Job description

ADAMS COUNTY ADMINISTRATOR

Summary

The position of county administrator involves the coordinating and/or direction of all county government operations. The county administrator, under the policies determined by the Adams County Board of Supervisors and subject to the board's general supervision and control, shall administer all county affairs falling under the control of the board and carry out the general policies of the board in conformity with the estimates of expenditures fixed in the annual budget as finally adopted by the board or as thereafter revised by appropriate action of the board. The person appointed as county administrator shall serve at the will and pleasure of the Adams County Board of Supervisors and may be removed from such position by a majority vote of the board.

Minimum qualifications and requirements:

- Bachelor's Degree from an accredited four-year college or university with a degree in accounting, business administration or personnel management and administrative experience in any of the following fields: work projection, budget planning, accounting, purchasing, cost control or personnel management.
- The ability to engage with the Board of Supervisors, commissions, 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 direction 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 must provide a background check, current credit bureau report as part of their resume submission and will be required to take and pass a pre-employment drug test.

Duties and Responsibilities:

- Employ an office clerk and such other technical and secretarial assistance for the board as may be needed, maintain an office for the board and prepare a budget for his/her office subject to approval of the board;
- Prepare an inventory of all personal property owned by the county and the location and condition of such property and shall maintain a perpetual inventory of such property;
- List all buildings and real estate owned by the county and keep a perpetual list of such real estate;
- Be responsible for carrying out the responsibilities of the board of supervisors in regard to janitorial services and maintenance of buildings and property owned by the county except such as may be specifically assigned by the board of supervisors to some other person or office, or may be the responsibility of some other office under law;

- Exercise supervision over the purchase clerk and inventory control clerk of the county, and the boards or other divisions of county government financed in whole or in part through taxes levied on county property and purchases shall be made from vendors whose bids have been accepted by the board of supervisors under the provisions of law or to serve as purchase clerk or inventory control clerk;
- Assist the board in the preparation of the budget and preparation of the tax levy;
- 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 the county sanitary landfills and refuse collection procedures;
- Have general supervision over county-owned parks, playgrounds and recreation areas;
- 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, 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. He/she 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 his finding 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.

Benefits:

Excellent pay based on level of experience, salary: \$100,000. Fringe benefits include health and life insurances, enrollment into the MS Public Employee Retirement System and leave accrual plan. Other optional insurances, flexible spending pl and deferred compensation programs are availability by payroll deduction.

Interested candidates should submit their resume via email to the Adams County

Administrative Assistant Corvet McNeal at by hand delivery or mail to the Adams County Board of Supervisors Administration Building located at 314 State St. Natchez, MS 39120. **Resume Adams County Administrator** should be listed on the email subject line or written on the envelope submitted. **The deadline for applications to be received by this office will be 5:00 PM on March 31, 2025 by 5pm.** This deadline is subject to be extended by the Board of Supervisors determine. Applicants must be willing to receive a background and credit check. If you have any questions, please contact Corvet McNeal, at 601-442-2431.

The Adams County Board of Supervisors is an Equal Employment Opportunity Employer.

Job Type: Full-time

Salary: \$100,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Natchez, MS 39120: Reliably commute or planning to relocate before starting work (Preferred)

Work Location: In person