



Jackson County Board of County Commissioners

Position Description

Job Title:	Administrator Services Director	Reports To:	County Administrator
Department:	Administration	Supervisory (Y or N):	Y
Location:	County Admin Building	Retirement:	Regular Class
Annual Salary:	\$49,676.00 - \$71,858.00	Position Type:	Full-Time

Job Description

CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

- Procurement Officer
- Grants/Contracts Coordinator

ROLE AND RESPONSIBILITIES

This professional level position serves as Administration liaison funneling information and requests requiring Administrative authorization and review. Directs and supervises the preparation of analytical reports, research studies, and special project assignments. Serves as Public Information Officer. Lead Capital Planning initiative and tracking. Provides guidance and oversight to the Procurement Officer, Contracts and Grants Coordinator and coordinates all ongoing long term recovery (LTR) efforts. Performs various administrative and executive duties at the county administration offices. Performs skilled work in administrative areas of the county, plans organizes and implements Administrative Services goals and objectives. Employee is subject to the usual hazards of administrative work. Focus will be put on fostering relationships and finding solutions for some of the major challenges the County is facing, such as housing needs, rebuilding the local economy, and preserving the communities' heritage and traditions. Additionally, this position will focus on potential impacts on county facilities, coordinating actions and policies of departments within the county to promote the development of resilient infrastructure and facility standards. Work is performed under the direction and guidance of the County Administrator.

ESSENTIAL JOB FUNCTIONS

- Serves as Public Information Officer; maintain rapport with press. Drafts press releases proactively and coordinates with the media on County business. Implements and maintains social media policy, as well as monitors social media and releases statements when appropriate;
- Conducts research on best practices among other counties and U.S. cities regarding the integration of disaster recovery/hazard mitigation, and makes recommendations to the County Administrator;
- In coordination with the county management and executive leadership, will develop a clear vision on hazard mitigation, facility and staff preparedness, special projects and LTR plans and policies that are designed to help the county become more resilient in an era of increased storms and climate changes;
- Work with the Facilities director to coordinate and implement capital planning projects related to County buildings;
- Identifies and builds partnerships with Federal, State, non-profit, and community agencies/organizations to better align hazard mitigation and LTR planning;
- Lead Capital Planning initiative and tracking;
- Provides guidance and oversight to the Procurement Officer, and the Contracts & Grants Coordinator
- Attends Board meetings and makes presentations to the Board concerning areas of responsibility;
- Inspects Department work operations to ensure adherence to laws, regulations, policies and procedures, codes and standards of quality and safety;
- Directs and supervises the preparation of analytical reports, research studies, and special project assignments;
- Represents the County in the community and at professional meetings;
- Monitors changes in applicable laws, rules and regulations and informs appropriate staff and make



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recommendations as needed;

- Performs other job related requirements, as needed.
- (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in personnel management, business or public administration, or a related field, and 3 to 5 years of experience in personnel administration, preferably in a local governmental setting; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of local, state, and federal laws and regulations pertaining to local government;
- Considerable knowledge of state statutes, rules and codes pertaining to all aspects of county government;
- Considerable knowledge of employee development and empowerment, integrity, professionalism, and responsibility at organizational levels;
- Refined and diplomatic ability to analyze a wide array of administrative issues and make sound policy and procedure recommendations and decisions;
- Quantitative skill required to resolve problems and make sound decisions; and
- Quantitative skill required to establish and maintain effective working relationships with Board members, local officials, peers, employees, and public;
- Quantitative skill required to facilitate teams and work groups in the resolution of issues and realization of goals and objectives.
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ADDITIONAL REQUIREMENTS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle in a safe manner. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.



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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
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Approved By:		Date:	Click here to enter a date.
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Last Updated By:		Date/Time:	
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The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.

Incumbent Signature (optional):	Date:
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Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:		

Approval of Reviewing Authority: (Department Director)	Title:	Date:
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Approval of Agency Personnel Officer:	Title:	Date:
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