

- Provides reports to the Board concerning the operations of county departments, offices, and agencies.
- Is accountable for all county funds, property, and effects under his or her control.
- Maintains complete financial records showing all transactions and the financial condition of the county, open to inspection by the public.
- Maintains and annually updates an inventory of all county property.
- Maintains additional records and performs all duties necessary for efficient and economical administration of county affairs.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public administration.
- Knowledge of budget development and management principles.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of legislative processes related to local government.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in conducting research and preparing reports.
- Skill in operating computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Board of Commissioners assigns work in terms of county goals and objectives. The County Administrator serves at the pleasure of the Board. The Board reviews work through conferences, reports, and observation of county activities.

GUIDELINES

Guidelines include federal regulations, county and state laws, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.