



BOARD OF SUPERVISORS, CLAIBORNE COUNTY, MISSISSIPPI NOTICE OF APPOINTMENT OF COUNTY ADMINISTRATOR

The Claiborne County Board of Supervisors is receiving applications for the position of County Administrator. The position reports directly to the Board of Supervisors and is subject to the supervision and control of the Board of Supervisors. The position is full-time and has exempt status under the Fair Labor Standards Act. Employment is at the pleasure of the Board of Supervisors and the employment may be terminated at any time with or without cause by a majority vote of the Board of Supervisors.

The duties of the County Administrator are demanding and wide ranging with respect to the management and administration of all County affairs on behalf of the Board of Supervisors. The basic requirements and responsibilities affecting the position of County Administrator are specified in Sections 19-4-1 through 19-4-9, Mississippi Code Annotated (1972), as amended.

To be qualified for appointment an applicant must be competent to perform all duties of the position including the capability to:

- Administer all county affairs on behalf of the Board of Supervisors and administer all policies of the Board of Supervisors in compliance with the annual budget as adopted by the Board of Supervisors;
- Ensure that all orders, resolutions and regulations of the Board of Supervisors are faithfully executed;
- Appoint or recommend appointment of department heads or managers and assign or delegate responsibilities to them;
- Serve as the liaison officer to the road manager to see that all that operations, services, and programs needed by the road manager are provided to support the efforts of the Board of Supervisors to fulfill its bridge and road statutorily required responsibilities;

- Prepare and administer a balanced budget in accordance with approval by the Board of Supervisors and assist the Board of Supervisors in preparation of the tax levy;
- Secure in an efficient manner under the law County property insurance, liability insurance and other insurance required by law;
- Inform the Board of Supervisors on federal and state laws and regulations affecting the County as well as advise on potential federal and state grant-in-aid assistance for which the County may be eligible and provide oversight in the preparation and submission of applications for such assistance and serve as the administrator of County grants from state and federal sources;
- Make periodic reports to the Board of Supervisors concerning the affairs of the County and advise the Board on the condition and needs of the County;
- Confer regularly with the Board of Supervisors, officials, other County elected officers, and staff members to discuss issues, coordinate activities or resolve problems;
- Analyze operations to evaluate performance of the County in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change and plan, direct, or implement policies, objectives, or activities to ensure continuation of effective and efficient operations;
- Provide general supervision over County landfill, waste management, all zoning and building code ordinances adopted by the Board of Supervisors and ensure all County-owned property is properly managed, maintained, repaired, improved and stored;
- Receive and investigate inquiries and complaints from citizens of the County and report findings to the Board of Supervisors;
- Negotiate or approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities on behalf of the Board of Supervisors within the limitations established in law and as set by the Board of Supervisors;

- Direct human resources activities, including the approval of human resources plans or activities and establishment or organization of major departments; and
- Perform other duties as required including all other administrative duties delegated by the Board of Supervisors in accordance with the laws of the State.

The desirable knowledge, skills and abilities for the position are:

- Knowledge of the Mississippi Code Annotated (1972), as amended, and administration of County government including human resources functions;
- Excellent interpersonal skills including the ability to effectively interact with the Board of Supervisors, County employees, contractors and vendors, representatives of State and Federal agencies and the general public;
- Excellent written, verbal and listening skills; and
- Knowledge of Microsoft Office Suite programs including Word, Excel and PowerPoint.

The education level and experience required for the position are:

- Master's degree preferred with emphasis in public or business administration, management, or closely related field;
- Bachelor's degree required from an accredited college or university with knowledgeable experience in any of the fields of work projection, budget planning, accounting, purchasing, cost control, and personnel management;
- Minimum of six years prior experience in administration and management of personnel and financial systems including budget preparation and management with successful results;
- Possession of a valid driver's license with good driving record;
- Ability to meet bonding requirements as established by law;
- Ability to pass pre-employment screenings including background check, motor vehicle record check and drug screening; and

- Ability to perform the physical demands of the position and be emotionally stable and mature.
- Ability to be governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the Board of Supervisors and the public served.

The County and Board of Supervisors are prohibited under Section 25-1-113, Mississippi Code Annotated (1972), as amended, from employment of any person with possession of criminal convictions involving public funds and the person's former public employment.

Benefits: Pay based on the level of experience. The salary range in the past has been \$75,000 - \$100,000; fringe benefits include health and life insurances, retirement plan. Other optional insurances and deferred compensation programs available by payroll deduction.

Applications must be received by April 1, 2022. All applications and resumes will be kept confidential, unless the applicant consents to disclosure, and all applications and resumes will be examined only by members of the Board of Supervisors and the attorney for the Board of Supervisors. The deliberations related to the applicants will remain confidential.

The Board of Supervisors reserves the right to reject any and all applications.

Contact: The Honorable Coney Dorsey, President, Supervisor–District 5 *or*
Mrs. Lois Chess, Administrative Assistant @ 601-437-5216

We are an equal opportunity employer: We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.