

OCONEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE OFFICER

PURPOSE OF CLASSIFICATION

This position is responsible for assisting the Board of Commissioners with the overall administration of the county government. Day-to-day management is coordinated with the Chair of the Board of Commissioners who is the Chief Executive Officer. Focus for this position will be developing, administering, and coordinating the County's public policies, coordinating special projects, and representing the County at County, State and Regional activities. This position reports to the Chair of the Board of Commissioners.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

In coordination with the Chairman of the Board of Commissioners, supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Provides technical assistance and information to local government officials, county employees, and the general public on a variety of administrative issues.

Assists the Board of Commissioners with the development of policy on a variety of administrative issues and assists in coordinating the administration and operations of county departments, through Department Directors, to ensure compliance with laws, ordinances, policies and procedures; assists department directors in implementing priorities, goals and directives authorized by the Board of Commissioners; attends staff meetings; evaluates county operations and services.

Provides assistance to Chairman of Board of Commissioners; attends regular and called meetings of the Board of Commissioners; responds to inquiries and information requests during meetings and interprets county policy as needed.

Prepares or reviews preliminary reports, proposals and draft documents to be presented to the Board of Commissioners for action.

May serve as the Board of Commissioners' representative at regional planning and local issue-related meetings.

Informs the Board of Commissioners of the results of meetings and other information affecting county administration.

Oversees various administrative functions of the county; participates in the preparation and review of legal and financial documents, bids, contracts, and policies.

Confers with department directors, county attorney and county employees on various policy issues and administrative matters.

Participates in the preparation and approval of intergovernmental agreements, contracts and communications between Oconee County and other local governments.

Assists the Chairman with the coordination and preparation of the county's annual budget; reviews departmental budget requests; attends board meetings with county staff and Board of Commissioners; assists the Finance Director with the coordination of the budget approval process; assists with overseeing the implementation of the adopted budget.

Serves as a liaison between the Board of Commissioners and the public by responding to inquiries and resolving conflicts.

Reviews and recommends action on departmental activity reports.

Adheres and ensures adherence to established safety procedures and county Safety Policies and Procedures.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in public administration, business, finance or closely related field, especially as applied to local governments, supplemented by experience in city or county management, finance, and public administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job including knowledge of county codes and ordinances, personnel management principles and practices, program planning and administration, community and economic development planning and management, infrastructure planning and management, and grant application and administration processes and techniques. Excellent written and oral communication skills are required. Must possess and maintain a valid Georgia driver's license.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Oconee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.