

FAIRFIELD COUNTY

JOB TITLE: COUNTY ADMINISTRATOR ARTICLE 7 – SOUTH CAROLINA CODE OF LAW

GENERAL STATEMENT

Section 4-9-620. Employment and qualifications of administrator, compensation; term of employment; procedure for removal.

The Council shall employ an administrator who shall be the administrative head of the County government and shall be responsible for the administration of all the departments of the County government which the Council has the authority to control. He shall be employed with regard to his executive and administrative qualifications only, and need not be a resident of the County at the time of his employment. The term of employment of the administrator shall be at the pleasure of the Council and he shall be entitled to such compensation for his services as the Council may determine. The Council may, in its discretion, employ the administrator for a definite term. If the Council determines to remove the County administrator, he shall be given a written statement of the reasons alleged for the proposed removal and the right to a hearing thereon at a public meeting of the Council. Within five days after the notice of removal is delivered to the administrator, he may file with Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than twenty days nor later than thirty days after the request is filed. The administrator may file with the Council a written reply not later than five days before the hearing. The removal shall be stayed pending the decision at the public hearing.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Section 4-9-630. Powers and duties of administrator.

The powers and duties of the administrator shall include, but not be limited to, the following:

- 1) To serve as the chief administrative officer of the County government;
- 2) To execute the policies, directives and legislative actions of the Council;
- 3) To direct and coordinate operational agencies and administrative activities of the County government;
- 4) To prepare annual operating and capital improvement budget for submission to the Council and in the exercise of these responsibilities he shall be empowered to require such reports, estimates and statistics on an annual or periodic basis as he deems necessary from all County departments and agencies;
- 5) To supervise the expenditure of appropriated funds;
- 6) To prepare annual, monthly and other reports for Council on finances and administrative activities of the County;

- 7) To be responsible for the administration of County personnel including salary and classification plans approved by Council;
- 8) To be responsible for employment and discharge of personnel subject to the provisions of subsection of Section 4-9-30 and subject to the appropriation of funds by the Council for that purpose;
- 9) To perform such other duties as may be required by Council.

Section 4-9-640. Preparation and submission of budget and descriptive statement.

The County administrator shall prepare the proposed operating and capital budgets and submit them to the Council at such time as the Council determines. At the time of submitting the proposed budget, the County administrator shall submit to the Council a statement describing the important features of the proposed budgets including all sources of anticipated revenue of the County government and the amount of tax revenue required to meet the financial requirement of the County.

Section 4-9-650. Authority of the administrator over certain elected officials.

With the exception of organizational policies established by the governing body, the County administrator shall exercise no authority over any elected officials of the County whose offices were created either by the Constitution or by the general law of the State.

Section 4-9-660. Authority of Council and its members over County officers and employees.

Except for the purposes of inquiries and investigations, the Council shall deal with County officers and employees who are subject to the direction and supervision of the County administrator solely through the administrator, and neither the Council nor its members shall give orders or instruction to any such officers or employees.

Section 4-9-670. Applicability of Article 1.

Except as specifically provided for in this article, the structure, organization, powers, duties, functions and responsibilities of County government under the Council-administrator form shall be as prescribed in Article 1 of this chapter.

Departments under control of the County Administrator:

Legal, Administration, Finance, Human Resources, Purchasing, Maintenance, Data Processing, Tax Assessor, Tax Collector, Planning & Zoning, Vehicle Maintenance, Economic Development, Detention Center, Public Works, Recycling, Animal Shelter, Emergency Management, Workforce Investment Act, Transit, EMS.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration or related field and 10 to 15 years of County government administration experience at a director's level, or any equivalent combination of

education and experience which provides the required knowledge, skills and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate certain automated office machines. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves sedentary work which requires sitting most of the time, but may involve walking or standing for brief periods of time. May be required to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments or instructions to volunteers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare numerous human resource forms, records, and reports, etc. using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, other County employees, insurance consultants, pharmacists, physicians, nurses, state/local authorities, news media, local/state organizations, attorneys, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as human resource, legal systems, medical systems relative to health insurance and Workers' Compensation, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and utilize decimals; and determine time and weight.

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 in utilizing automated office equipment.

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

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

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

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

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of human resource functions such as employee relations, benefit coordination, and insurance. Has extensive knowledge of the principles, practices, policies and procedures of the County as they relate to human resource functions. Has the ability to manage all operations relative to human resource. Is able to ensure compliance with all local, state, and federal laws and regulations as well as County policies and procedures. Is able to interact and communicate effectively with a variety of individuals and groups. Has considerable knowledge of benefits that the County provides/offers to human resource. Is able to communicate effectively both orally and in writing. Has the knowledge and ability to train others effectively as appropriate. Has the ability to complete required mathematical calculations accurately and quickly. Is able to compile, analyze and present a variety of information and data clearly and concisely. Has comprehensive knowledge of the terminology used within the department. Is able to use independent judgment and discretion to perform tasks in routine and non-routine situations. Has excellent organizational, management, and human relations skills. Has the ability to judge personalities accurately and make sound decisions relative to hiring human resource as well as handling human resource problems. Has the ability to work under stressful conditions caused by heavy workloads, deadlines, and compliance with stringent laws and mandates.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or

experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and division matters affecting them and/or of concern to them.

Staffing: Works with the Administrator to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.