

## COUNTY ADMINISTRATOR

Due to retirement of the current County Administrator, the Lauderdale County Board of Supervisors is now accepting resumes for the position of County Administrator. Salary is negotiable depending on qualifications.

The Administrator reports to and serves at the pleasure of a five member Board of Supervisors and is responsible for the general supervision of all departments under the Board. The administrator is responsible for a wide range of routine and complex administrative and managerial duties relating to the administration of codes and ordinances, maintaining inventories of county property and real estate, assistance in the preparation of budgets, tax levies and reports on the financial condition of the county, securing insurance on county property and personnel, acting as a liaison between the county and other agencies or levels of government, making recommendations on state and federal grants, and making investigations of inquires or complaints or on other matters as the Board of Supervisors may direct. The County Administrator is required to exercise initiative, independence of action and mature judgement in all matters of administration, coordination of operations and technical assistance rendered to the Board or to the general public.

### Minimum Requirements:

1. Graduation from an accredited college or university awarding a bachelor degree and such general or knowledgeable experience in any of the fields of work projection, budget planning, accounting, purchasing, cost control, personnel management and road construction as may be required pursuant to sections 19-4-1 through 19-4-9 inclusive, Mississippi Code, 1972.
2. The ability to meet with the Board, commissions, the general public, personnel of other county, state or federal government agencies and to express actions, data or ideas in oral or written form in an effective manner.
3. The ability to receive directions in general terms of desired results and to translate them into effective and timely actions.
4. The ability to meet bonding requirements required by law.
5. Such other abilities, experience or requirements as may be specified by law or as the Board of Supervisors may be authorized to require pursuant to law.

Send resume by January 25, 2008 at 5:00 P.M. to County Administrator, 410 Constitution Avenue, 11<sup>th</sup> Floor, Meridian, Mississippi 39301 or email to [tgreen@lauderdalecounty.org](mailto:tgreen@lauderdalecounty.org) & cc: [ccates@lauderdalecounty.org](mailto:ccates@lauderdalecounty.org).