

Irwin County

County Administrator
Commission

COMM/1

JOB SUMMARY

This position manages the day-to-day operations of the county government and serves as the chief administrative officer and head of the administrative branch of county government, appointed for an indefinite term and serving at the pleasure of the Board of Commissioners based on administrative qualifications.

MAJOR DUTIES

- Manages the daily operations of the county government.
- Acts as liaison between the Board of Commissioners and the public by responding to inquiries and resolving conflicts.
- Serves as liaison between the Board and department heads; oversees the work of department heads and office personnel.
- Oversees preparation of the county budget by consulting with department heads and the Board of Commissioners, making and implementing recommendations, and controlling expenditures, and submits the annual operating budget and capital budget to the Board.
- Oversees the county's day-to-day financial operations.
- Assists the Board of Commissioners in the development and implementation of operating policies and procedures for the county and in the development of long- and short-term goals.
- Coordinates and works with a variety of external organizations, including municipal governments, and school officials.
- Directs the preparation of agendas for meetings of the Commission.
- Executes and manages county contracts; ensures the proper processing of bids.
- Supervises the administration of the affairs of the county and ensures all ordinances, resolutions, and regulations are faithfully executed and enforced.
- Attends all meetings of the Board of Commissioners (without vote except as permitted by law).
- Submits an annual report to the Board and makes it available to the public regarding finances and administrative activities.
- Keeps the Board fully advised as to the financial condition and needs of the county and makes recommendations.