

JOB DESCRIPTION

Job Title: Administrator
Department: County Commission
Reports To: County Commission

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS:

- Minimum education of an Associate Degree with strong Human Resources understanding or two years experience in government functions.
- Experience in working with computers, fax machines and office equipment.
- Ability to positively communicate and interact with the public and respond to public issues.
- Must have a valid driver’s license.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately.

Effective Date: 11/09
Revision Date:
Review Date: 11/10

Responsibility Area and Performance Standards

(Evaluated with team member input)

Performance Rating*

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1 2 3 4

40%

ATTITUDE

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen’s expectation.
- Always be respectful to everyone.
- Provide the highest level of respect to co-workers, citizens and customers.
- Must be able to change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate themselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and takes the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement
- Is a good team member
- Gives criticism to co-workers in private.
- Expresses their observations and suggestions in a way that promotes a positive outcome and avoids conflict.

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<p align="center">Responsibility Area and Performance Standards (Evaluated with team member input)</p>		<p align="center">Performance Rating*</p>			
<p>* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding</p>		1	2	3	4
<p>60%</p>	<ul style="list-style-type: none"> • Administrative Duties : <ol style="list-style-type: none"> 1. Responsible for the day to day operation of the Commission 2. Oversee the Commission office, E911, and Maintenance operations. 3. Oversees efforts to obtain grants 4. Provides guidance for personnel issues and direction as needed. 5. Keep current on law changes and provide staff education as needed 6. Actively seek ways to improve processes to make office more efficient 7. Keep Commissioners well informed 				