



**County Administrator
Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411**

**40 HOURS PER WEEK w/BENEFITS
HOURS MAY VARY TO INCLUDE EVENINGS AND SATURDAY MORNINGS**

KIND OF WORK:

The County Administrator reports directly to the three Morgan County Commissioners. Responsibilities include oversight of the Commission office staff and other department heads and other department heads and county owned facilities. Additional responsibilities/duties include but are not limited to: project management, budget preparation, reading and applying the West Virginia Code, and County Ordinances, policy developing, creating and managing spreadsheets, and grant management.

EXAMPLES OF WORK:

1. Provide support to County Commissioners
2. Responsible for 9 departments and their employees
3. Responsible for maintaining the budgets for the Commission and the departments that the Administrator oversees
4. Responsible for attending County Commission meetings and all others meetings as required by the Commission
5. Helps develop the county budget
6. Prepare and administer grants and reports
7. Assists office staff with building permits and general inquiries
8. Responsible for social media and website postings
9. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

1. Should possess a Bachelor's Degree and 5 years of progressive management experience OR 5 years of relevant experience.
2. Strong computer and budgeting skills
3. Strong interpersonal skills
4. Ability to maintain records
5. Ability to understand and carry out detailed instructions.
6. Excellent verbal and written communication skills.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. May be required to occasionally work evenings and weekends.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Morgan County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

PROBATIONARY PERIOD:

Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER