



# HUMAN RESOURCES

## JOB DESCRIPTION

County Administrator

Department: Administration

Reports To: County Council

FLSA Status: Exempt

Supervises Others: Yes

### POSITION SUMMARY

The County Administrator serves as the chief administrative officer for Jasper County and is responsible for the effective administration, coordination, and oversight of county government operations in accordance with the policies established by County Council and the provisions of the South Carolina Home Rule Act. This position provides strategic leadership, operational management, fiscal oversight, and policy implementation to ensure efficient delivery of county services and long-range organizational success.

The County Administrator directs and coordinates the activities of county departments and agencies; advises County Council on administrative, financial, operational, legislative, and policy matters; and represents the County in intergovernmental, community, and professional relationships.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Administrative Leadership

\* Directs and administers the daily operations of Jasper County government, with support from departmental leadership, including Administrative Services, Emergency Services, Development Services, Public Works and Engineering Services, and other assigned departments and agencies.

- \* Provides leadership, guidance, and performance oversight to deputy administrators, department directors, and senior staff.
- \* Develops and implements strategic initiatives, operational goals, and long- and short-range plans to improve county services, organizational effectiveness, and fiscal sustainability.
- \* Coordinates countywide operations to ensure efficient and responsive service delivery.

#### Policy.and.Council.Support

- \* Advises County Council on administrative, operational, financial, legislative, and policy matters affecting county government.
- \* Assists in the preparation of County Council agendas, reports, resolutions, ordinances, contracts, agreements, and supporting documentation.
- \* Attends all County Council meetings and workshops and implements policies, directives, and legislative actions adopted by Council.
- \* Facilitates communication and collaboration among Council members, county departments, elected officials, and external agencies.
- \* Ensures county operations are conducted in compliance with applicable federal, state, and local laws, including the South Carolina Home Rule Act.

#### Financial.and.Budget.Administration

- \* Oversees the annual budget development process and monitors expenditures and financial performance under the approved budget.
- \* Works collaboratively with finance staff, department directors, and County Council to establish fiscal priorities and maintain sound financial management practices.
- \* Recommends operational and capital improvements to enhance county efficiency and infrastructure.

#### Legal.and.Regulatory.Coordination

- \* Assists the County Attorney and outside legal counsel with routine and complex legal matters involving county operations.
- \* Reviews and coordinates preparation of resolutions, ordinances, contracts, agreements, and litigation-related documents.

\* Monitors proposed legislation, regulatory changes, and policy developments impacting county government operations and advises County Council accordingly.

#### Intergovernmental.and.Public.Relations

\* Coordinates and maintains effective working relationships with elected officials, municipalities, regional agencies, state and federal agencies, community organizations, and the public.

\* Represents Jasper County at meetings, public hearings, conferences, ceremonies, civic events, and professional functions.

\* Responds to citizen inquiries, concerns, and complaints and ensures appropriate follow-up and resolution.

\* Serves on boards, commissions, committees, and governmental authorities as assigned.

#### Organizational.Management

\* Conducts regular leadership and staff meetings to promote communication, accountability, and organizational alignment.

\* Promotes professional development, employee engagement, and effective personnel management practices throughout county government.

\* Evaluates organizational performance and recommends improvements to policies, procedures, staffing, and operations.

#### Emergency.and.Special.Operations

\* May serve in a leadership or support role during emergency operations, disasters, or other countywide incidents.

\* Performs other related duties assigned by County Council.

#### KNOWLEDGE, SKILLS, AND ABILITIES

##### Knowledge.of:

\* Principles and practices of public administration and county government management.

\* The South Carolina Home Rule Act and laws governing county government authority, administration, and operations.

\* Governmental accounting, budgeting, procurement, and financial management principles.

- \* Organizational structure, functions, and operations of county departments and agencies.
- \* County ordinances, policies, procedures, and applicable state and federal regulations.
- \* Legislative, political, and intergovernmental processes affecting local government.
- \* Principles of strategic planning, organizational leadership, and personnel management.
- \* Economic development, land use, infrastructure, and community development practices.
- \* Public relations and effective customer service practices.

#### Skills.inç

- \* Strategic planning and organizational leadership.
- \* Knowledge of land planning and zoning, including working knowledge of Smart Growth practices.
- \* Developing and implementing operational and administrative policies.
- \* Budget preparation, financial oversight, and resource allocation.
- \* Problem-solving, conflict resolution, and decision-making.
- \* Supervising, motivating, and evaluating staff.
- \* Preparing reports, presentations, ordinances, and professional correspondence.
- \* Public speaking and facilitating meetings.
- \* Establishing and maintaining effective working relationships with elected officials, employees, agencies, and the public.
- \* Oral and written communication.

#### Ability.to:

- \* Interpret and apply complex laws, regulations, and policies.
- \* Effectively manage multiple priorities and sensitive issues.
- \* Exercise sound judgment and maintain confidentiality.
- \* Lead organizational change and continuous improvement initiatives.

#### SUPERVISORY CONTROLS

The County Council establishes overall goals, objectives, and policy direction for the County Administrator. Work is evaluated through 6-month reviews, reports, operational outcomes, and overall effectiveness of county administration.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position exercises direct supervision over assigned department directors, and senior management staff, including but not limited to:

- \* Assessor
- \* Finance Director
- \* Director of Development Services
- \* Director of Emergency Services
- \* Director of Public Works and Engineering
- \* Director of Human Resources

#### MINIMUM QUALIFICATIONS

- \* Master's degree in Public Administration, Business Administration, Political Science, Government, or a closely related field preferred.
- \* Five (5) or more years of progressively responsible executive or senior-level management experience in local government administration or a related public sector environment, including supervisory experience.
- \* Extensive knowledge of county government operations and administration.
- \* Working knowledge of the South Carolina Home Rule Act and other laws applicable to county government operations.
- \* Valid driver's license issued by the State of South Carolina or ability to obtain one within a reasonable period of employment.
- \* Ability to be bonded, if required.
- \* Must establish residency in Jasper County within (6) six months, unless express written exception is given by County Council.
- \* ICMA credentialed professional, preferred.

#### PHYSICAL DEMANDS

The work is primarily sedentary and is typically performed while sitting, standing, walking, speaking, and using standard office equipment.

#### WORK ENVIRONMENT

Work is primarily performed in an office environment, however; frequent interaction with county staff, elected officials, and the public as needed within the community. Attendance at meetings, public events, and emergency operations may require work outside normal business hours.

#### STANDARD CLAUSES

The employee may be required to work evenings, weekends, holidays, and during emergency situations or natural disasters to meet the operational needs of Jasper County.

This position is designated as essential personnel during declared emergencies and may be required to report for duty as assigned.

#### ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established safety policies, procedures, and safe work practices. Employees must follow safety training and instructions provided by supervisors, properly use required personal protective equipment, and promptly report unsafe conditions, work-related injuries, illnesses, or incidents.

#### DISCLAIMER

This job description is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may change at any time with or without notice.