

PERRY COUNTY COMMISSION POSITION ANNOUNCEMENT

POSITION TITLE: County Administrator

DEPARTMENT: Perry County Commission

Relationships

Reports to: County Commission

Subordinate Staff: Deputy County Administrator;
Payroll Clerk; Accounts Payable Clerk

Other Internal Contacts: General Public; ACCA; Banks;
Mayors; Examiners of Public
Accounts; Federal Agencies; All
County Department Heads, All
Employees

Minimum Qualifications

1. Possession of a bachelor's degree from an accredited college or university in accounting or finance, or five years of financial experience in government.
2. Professional work experience in human resources or personnel management is preferred.
3. Ability to become a certified County Administrator within three years of hire.
4. Combinations of education and experience that meet the qualifications identified above will be considered.
5. Possession of a current and valid Alabama driver's license.
6. Ability to travel overnight for meetings and training.
7. Ability to become bonded and a Notary Public. And ability to remain on call 24/7.

Job Summary

Under the general oversight of the County Commission, the employee provides administrative leadership to the County. The employee supervises the other

employees of the County Commission Office. The employee also handles financial, personnel, budgeting, and grant management responsibilities. The employee is responsible for overseeing and maintaining the data processing system. Employee also performs administrative tasks at the request of the County Commission.

Please submit applications to:

By Mail:

Perry County Commission
Attn: Chairman Carlton Lewis
P.O. Box 478
Marion, AL 36756

In Person:

Perry County Commission
300 Washington Street
Suite 103
Marion, AL 36756

For questions, please contact:

Perry County Commission
Phone: (334) 683-2200

Application Deadline: October 1, 2026