

The Chilton County Commission is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.



## CHILTON COUNTY COMMISSION

53 Robert Threlkeld Parkway Clanton, AL 35045

205.755.1551 x4201

<https://chiltoncounty.org/>

## COUNTY ADMINISTRATOR

<b>Open:</b> 05/27/2026	<b>Closes:</b> 07/01/2026	<b>FLSA Status:</b>	Full Time/Exempt
<b>Pay Basis:</b> \$80k	Annually (negotiable based on qualifications & experience)	<b>Reports To:</b>	County Commission
<b>Hours:</b>	M-F (8:00am – 4:00pm)	<b>Location:</b>	Commission Office

### HOW TO APPLY

Applications can be mailed or dropped off at the Chilton County Commission Office to the Human Resource Department at 53 Robert Threlkeld Parkway, Clanton, AL 35045 or sent electronically to the Human Resource Director, Terry Hinton at:

[thinton@chiltoncounty.org](mailto:thinton@chiltoncounty.org). Submitted applications are to be to the attention of Human Resource Department.

### POSITION SUMMARY:

The County Administrator serves as the chief administrative officer for the Chilton County Commission and is responsible for coordinating the daily administrative operations of county government. The Administrator works under the direction of the Commission to implement county policies, oversee departmental operations, manage financial and personnel functions, and ensure efficient and effective delivery of public services to the citizens of Chilton County.

The County Administrator serves as a liaison between the Commission, county departments, elected officials, outside agencies, and the public while promoting

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transparency, accountability, and professional management practices throughout county government.

### **Essential Duties and Responsibilities**

- Direct and coordinate the administrative operations of county government departments and offices under the authority of the Commission.
- Implement policies, resolutions, and directives adopted by the Commission.
- Assist in the preparation and administration of the county's annual operating and capital budgets.
- Monitor county revenues and expenditures and provide regular financial reports and recommendations to the Commission.
- Oversee purchasing, procurement, and contract administration in accordance with applicable laws and county policies.
- Supervise administrative staff and coordinate activities among county departments.
- Assist with personnel administration, including policy implementation, employee relations, hiring coordination, and benefits administration.
- Coordinate strategic planning initiatives, capital improvement projects, and operational improvements.
- Ensure compliance with federal, state, and local laws, regulations, and Commission policies.
- Prepare agendas, reports, correspondence, and presentations for Commission meetings and public hearings.
- Attend Commission meetings and provide administrative recommendations and support.
- Respond to citizen inquiries, concerns, and requests for information.
- Represent the county in meetings with governmental agencies, community organizations, and regional partners as directed by the Commission.
- Coordinate grant applications, reporting requirements, and special projects.
- Assist with emergency management coordination and disaster response efforts when necessary.
- Perform other duties as assigned by the Commission.

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## **Minimum Qualifications**

### **Education**

- Bachelor's degree in Accounting, Business Administration, Public Administration, Finance, Political Science, or a related field preferred.

### **Experience**

- Minimum of five (5) years of progressively responsible administrative, managerial, or governmental experience preferred.
- Experience in local government administration, budgeting, personnel management, or public finance strongly preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of county government operations and Alabama local government procedures.
- Knowledge of budgeting, finance, purchasing, and personnel administration principles.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with elected officials, department heads, employees, outside agencies, and the public.
- Strong organizational, leadership, and problem-solving skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency in Microsoft Office and standard governmental administrative software systems.

### **Physical Requirements**

- Primarily sedentary work performed in an office environment.
- Occasional travel to county facilities, meetings, and events.
- Ability to attend evening meetings and respond during emergencies when required.

### **Working Conditions**

- Professional office environment with regular interaction with county officials, employees, and the public.

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- May involve handling sensitive matters, multiple priorities, and strict deadlines.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be provided to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**I have read, understood, and had the opportunity to ask questions regarding this position description.**

<b>Employee Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

<b>Administrator or Designee) Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	