

Augusta-Richmond County **Job Description**

Approved Title: Administrator **Job Code:** 22FN **FLSA Classification:** Exempt
Working Job Title: Administrator **Pay Grade:** 99 (SES IV) **Date Revised:** May 12, 2020
Department: Administrator **Original Date Prepared:** August 25, 1997
Reports to: Mayor/Commission
Does the Position Have Direct Reports? Yes ☒ No ☐
If Yes, what is the Title of the Position that Reports to this Position: Deputy County Administrator (Administration),
Deputy County Administrator (Operations), and Executive Assistants.
Is this Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: The consolidated government of Augusta-Richmond County Georgia is a political subdivision created and existing under the law of the State of Georgia. The form of government is a Commission-Mayor-Administrator/Municipal form of government. The governing authority of the Consolidated Government is a board of commissioners designated as the Augusta, Georgia Commission. The Commission consist of a Mayor and ten commissioners. All members of the Commission are full voting members, except for the Mayor, who has the right to vote only to make or break a tie vote on any matter. Seven members of the Commission constitute a quorum for the transaction of ordinary business, and an affirmative vote of at least six members is required for the Commission to take action. The Administrator is employed at the pleasure of the Mayor and Commission and performs duties under the direction and supervision of the Commission through the Mayor.

Administrator serves as the administrative officer of Augusta, Georgia and as head of the administrative branch of the Augusta, Georgia government. Administrator acts as liaison between the Commission and department directors and employees. Administrator supervises and oversees the execution of the expressed will and directives of the Commission and directs the staff units responsible for the operation and administration of the local government within the guidelines of Augusta, Georgia ordinances, policies and procedures, state and federal laws. Reports to the Mayor and Commission and works with government employees, civic organizations, and the public to administer affairs of the local government. Keep all members of the Commission informed on significant and/or controversial issues involving the government, its services, policies, and employees.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
15%	Executes all lawful orders, directions, instructions, and ordinances, resolutions, and regulations adopted by the Commission.
15%	Manages and directs the activities of all departments by planning, organizing, staffing, directing and controlling the staff and other resources.
15%	Advises Mayor and Commission on financial conditions and future needs of local government, makes recommendations on county affairs, and informs Mayor of significant and/or controversial issues involving government, its services, policies and employees.
15%	Establishes comprehensive, efficient, and professional administered systems of financial planning and control, personnel management, training, compensation, purchasing and inventory control, community land use, economic development, strategic planning, and citizen information and service.
15%	Acts as liaison between Mayor and/or Commission and department directors or employees, and confers with and assists other elected or appointed officials.
15%	Provides the necessary documentation for the Clerk of the Commission to prepare the agenda for all Commission meetings; attends all meetings of Commission
10%	Prepares, submits, and executes a proposed annual budget; submits report on finances and administrative activities for the preceding year; and presents annual public report on state of the community and government, accomplishments, community and organization need, and objectives for coming year to the Mayor and Commission

100% Total: 100

(This section's percentage must total 100%)

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Directs the staff units responsible for the operation and administration of the local government within the guidelines of Augusta-Richmond County ordinances, policies and procedures, state and federal laws, grant application instructions, and directives from the Mayor and Augusta-Richmond County Commission.

REQUIRED MINIMUM QUALIFICATIONS:

Education: MBA/MS degree in Business Administration, Public Administration or a closely related field of study preferred.

Experience: Served 3-5 years as Administrator and/or City Manager of a city government, experience in business administration and management, public administration or other related occupational field sufficient to perform the principal duties and responsibilities of the position successfully.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of public administration, public relations, management, concepts and techniques used in the grant application process, budget preparation, and finance.
- Complete understanding of the functions, organization, and operations of all departments, local code of ordinances, regulations, policies, procedures and, demographic and economic profile including industrial base.
- Ability to make formal presentation to all levels of people and convey ideas or plans into a workable plan.
- Ability to formalize ideas or plans and obtain commission approval for implementation.
- Proficiency in applying state and federal laws in all areas applicable to local government, including unemployment, wage and hour, Equal Employment Occupation Commission, taxes, workers' compensation, pension, and others.
- Demonstrated ability to work independently and to supervise the work of others effectively and efficiently.

Skills:

- Excellent communication skills both written and oral
- Strong supervisory skills
- Computer skills
- Strong budget management skills
- Ability to write reports and make presentations before a large audience
- Strong people skills

Certification: N/A

PHYSICAL REQUIREMENTS:

Positions in this class typically require: walking, pushing, pulling, lifting, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes ☒ No ☐

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: >\$800 million

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None ☐

One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☒ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee

Date

Line or Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

HR Director

Date