

Administrator, County Commission Recruitment #20-CO0165-01

Date Opened 1/14/2020 4:07:00 PM

Filing Deadline Continuous

Jurisdictions Montgomery County

Salary \$99,360.00/year

Department County Commission

Job Type Open Competitive

Employment Type Full-Time

Nature Of Work

The fundamental reason the position exists is to serve as the manager for the county's administrative departments and to coordinate administrative functions for other county departments and state offices. The Administrator reports directly to the Montgomery County Commission and assists the Commission in developing policy and directing its implementation and the delivery of services to the community. Major work responsibilities include providing strategic leadership and oversight to administrative staff, developing and administering policies and procedures, providing oversight for county fiscal activities to include managing the county budget, assisting the Commission in developing short and long range plans, responding to public inquiries and concerns, coordinating legal matters with the County Attorneys and informing the County Commissioners regarding compliance with state, local and ethics laws, and performing administrative duties for the Commission.

Minimum Qualifications

Must have a Master's Degree in Public or Business Administration, Juris Doctorate, or Certified Public Accountant and a minimum of ten (10) years senior executive-level experience in administration, finance, or personnel administration.

NOTE: Experience in the public sector is preferred and experience in a county or municipal environment is highly preferred.

Kind Of Examination

Applications are being accepted to fill one (1) vacancy and any other vacancies that may occur during the life of the register. The current vacancy is with the **Montgomery County Commission**. Applicants will be screened and qualified based upon education and experience as shown on the application and supplemental questionnaire. For this reason, applicants are urged to fill in the application and supplemental questionnaire form completely providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. If more than five qualified applications are received, the supplemental questionnaire and a Structured Oral Interview will be administered to rank applicants on the register. Tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order.

Complete an online application by visiting Montgomery City-County Personnel's Online Employment Center (<http://www.jobaps.com/MGM>). Paper applications are no longer accepted. Completed applications will be accepted online until 5:00 p.m. on the closing date. If there is no closing date, the announcement may be closed at any time without prior notice.

Additional Information

BENEFITS: Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

DRUG TEST: Employment is conditional upon the potential employee passing a preemployment drug test. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use).

EQUAL EMPLOYMENT OPPORTUNITY: Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION: Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director at (334) 625-2675.

I9: Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

UPDATE OF CONTACT INFORMATION: It is your responsibility to update your contact information (address, phone, email) so that we can contact you about jobs. Please visit the Update Contact Information (<http://www.jobaps.com/MGM/NewRegPages/IDPassfind.asp?from=UpdateEmail>) page to log in and update to your contact information at any time.

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Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.
(<https://www.jobapscloud.com/MGM/newregpages/termsfuse.asp?RecruitNum1=20&RecruitNum2=CO0165&RecruitNum3=01>)



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