

**BALDWIN COUNTY**  
invites applications for the position of:

**County Administrator - Baldwin County Commission**

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**SALARY:** \$100,000.00 - \$135,000.00 Annually

**OPENING DATE:** 01/23/19

**CLOSING DATE:** 02/13/19 11:59 PM



**All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position.**

Baldwin County, Alabama, is a coastal county located on the northern Gulf Coast between Mobile, Alabama, and Pensacola, Florida. The 2018 estimated population is approximately 212,000. Baldwin County is the fastest growing County in Alabama and contains the 8th fastest growing Metropolitan Statistical Area (MSA) in the nation. The County has abundant and diverse natural resources from the white sandy beaches on the coast, bay breezes along Perdido Bay, sunset views along Mobile Bay, rolling fields in Central Baldwin, and many rivers and creeks filled with wildlife in north Baldwin County. With a positive economic climate, coupled with a superior quality of life, Baldwin County is one of the best places to live along the Gulf Coast.

The County is governed by a four-member County Commission elected at-large every four years. The County Administrator position is an appointed position reporting directly to the Baldwin County Commission through a four-year employment contract that runs concurrent with the County Commission election cycle, subject to applicable state law. The Administrator will work closely with the nine other appointed contract employees (Department Heads) and will provide direct supervision to six non-appointed, non-contract manager positions. The successful candidate must have a high level of integrity, professionalism, and strong leadership. They must also be a critical thinker with the ability to make sound decisions through identifying and understanding complex problems and concepts, using strategic and innovative methods to solve problems.

Employment interviews will be held in a public forum in accordance to Section 36-25A-2 of the Code of Alabama (1975), known as the Alabama Open Meetings Act, and any final salary offers will be based upon ability and experience.

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

**ESSENTIAL JOB FUNCTIONS:**

**Supervision and Office Management**

1. Proposes goals and policies to the Baldwin County Commission.
2. Provides administrative support services to department heads.
3. Prepares performance plans for and evaluates the performance of merit department heads only under the County Administration Department.
4. Reviews goals, responsibilities and staffing levels and makes recommendations to the Baldwin County Commission.

5. Oversees preparation of agendas for Baldwin County Commission meetings, work sessions and special meetings; responsible for signing off on agenda items for submission to the agenda.

### **Meetings and County Representation**

1. Prepares public policy statements to present Baldwin County Commission's position on a wide range of matters as approved by the Baldwin County Commission.
2. Represents Baldwin County Commission in professional and public meetings.
3. Attends all Baldwin County Commission meetings, making appropriate and required reports and providing adequate and accurate information to Baldwin County Commissioners.
4. Researches and prepares complex reports as directed by the Commissioners to meet local, state and federal requirements.
5. Oversees routine Baldwin County Commission correspondence.
6. Reviews laws pertaining to County Commissions especially those laws pertaining only to Baldwin County.
7. Advises and coordinates activities between the Baldwin County Commission and other entities; local, state or federal, if necessary.

### **EDUCATION AND EXPERIENCE:**

1. Master's Degree in Public Administration or Business Administration with five (5) years' experience in a related field; or
2. Bachelor's Degree in Public Administration or Business Administration with 8-10 years' experience in a related field.
3. Possess a valid driver's license.

### **Other Characteristics**

1. Be willing to work non-standard hours as necessary.
2. Be willing to travel to attend meetings and workshops as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Skills to communicate and direct at all levels of government, including public speaking.
2. Skills to perform and understand expenditures and investments as it relates to the County.
3. Skills to neatly complete forms, records and reports.
4. Skills to understand codes, regulations and policies.
5. Knowledge of County rules, regulations and policies.
6. Ability to establish and maintain effective working relationships with supervisors, subordinates and the general public.
7. Ability to give clear and concise instructions to staff.
8. Knowledge of Code of Alabama and Acts of Alabama Legislature.

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Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

### **County Administrator - Baldwin County Commission Supplemental Questionnaire**

- \* 1. Do you have a Master's Degree in Public Administration or Business Administration with 5 years' experience in a related field; or a Bachelor's Degree in Public Administration or Business Administration with 8-10 years' experience in a related field?

Yes No

\* 2. Do you have knowledge of Code of Alabama and Acts of Alabama Legislature?

Yes No

\* 3. Do you have skills to communicate and direct at all levels of government, including public speaking?

Yes No

\* 4. Do you have a valid driver's license and are you insurable by the County's insurance standards?

Yes No

\* Required Question

Please visit <https://www.governmentjobs.com/careers/baldwincountyal> to apply.