



Fairfield County Administrator Job Functions

ESSENTIAL JOB FUNCTIONS

SECTION 4-9-630. Powers and duties of Administrator.

The powers and duties of the Administrator shall include, but not limited to, the following:

1. To serve as chief administrative officer of County government.
2. To execute the policies and legislative actions of County Council.
3. To formulate policies for presentation to and consideration by County Council.
4. To develop and implements short- and long-range plans for County administration and operations.
5. To direct and coordinates operational and administrative activities of County government.
6. To direct all County departments, offices and institutions through subordinate managers, department heads and appointed officials including specifically the construction, maintenance and operation of all County roads, bridges, drains, buildings and other public works, and the care and maintenance of all personal property owned by the County, the administration of personnel policies, purchase of all supplies and equipment, finance, accounting, budgeting, payroll, auditing. legal, data processing, Tax Collector, Planning and Zoning, Vehicle Maintenance, Economic Development, Detention Center, Recycling, Animal Shelter, Emergency Management, Workforce Investment Act, Transit, EMS and any other administrative responsibilities necessary for implementation of the Council's policies.
7. To appoint, supervise, motivate and evaluate the work of employees; provides for adequate employee training and development opportunities; approves disciplinary action and termination when necessary; subject to SC Code Title 4, section 4-9-30 (7) the County Attorney and Clerk to Council are appointed directly by Council.
8. To prepare annual operating and capital improvement budgets for submission to County Council; supervises the expenditure of funds appropriated by the Council; reviews and approves contracts for goods and services and determines resource allocations.
9. To coordinate the preparation of Council meeting agendas.
10. To supervise preparation of an annual audit, prepare annual, monthly and other reports for Council on fiscal and administrative matters.
11. To work with legal counsel to resolve legal matters as necessary.
12. To serves as spokesperson for the County; represents the County to other county, city and state agencies; coordinates County activities with those of other agencies and organizations as appropriate.
13. To responds to the most difficult or sensitive complaints and requests for information.

14. To perform such other duties as may be required by Council.

Section 4-9-640. Preparation and submission of budget and descriptive statement.

The County Administrator shall prepare the proposed operating and capital budgets and submit them to the Council at such time as the Council determines. At the time of submitting the proposed budget, the County Administrator shall submit to the Council a statement describing the important features of the proposed budgets including all sources of anticipated revenue of the County government and the amount of tax revenue required to meet the financial requirement of the County.

Section 4-9-650. Authority of the Administrator over certain elected officials.

Except for organizational policies established by the governing body, the County Administrator shall exercise no authority over any elected officials of the County whose offices were created either by the Constitution or by the general law of the State.

Section 4-9-660. Authority of Council and its members over County officers and employees.

Except for the purpose of inquiries and investigations, the Council shall deal with County officer, and employees who are subject to the direction and supervision of the County Administrator solely through the Administrator, and neither the Council nor its members shall give orders or instructions to any such officer or employee.

Section 4-9-670. Applicability of Article 1.

Except as specifically provided for in this article the structure, organization, powers, duties, functions and responsibilities of County government under the Council-administrative form shall be as prescribed in Article 1 of this chapter.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration or related field and 4 to 10 years of County government experience at a director's level, or equivalent combination of education and experience which provides the required knowledge skills and abilities.