

PARISH ADMINISTRATOR

DEFINITION

Under administrative and policies established by the Police Jury, is responsible for administrative work of unusual difficulty in the planning developing, coordination and administration of all activities under the jurisdiction of the parish governing authority; is parish secretary to the police jury body and performs other related work as required.

EXAMPLES OF DUTIES

Within the frame-work of broad policies, ordinances, laws and regulations, oversees the administration of the various departments under the jurisdiction of the police jury; develops and recommends adoption or revision of parish ordinances; maintains working knowledge of federal and state laws relating to parish government. As Parish Secretary, is the official custodian of parish records and maintains such records as minutes of meetings, contracts, resolutions, ordinances and correspondence. Responsible for planning, developing and coordination various projects, as well as responsible for the implementation and fulfillment of contractual provisions. Directly responsible for the day-to-day operations of the various parish affairs under the jurisdiction of the Police Jury, as well as day-to-day oversight responsibilities of coordination the functions of the Parish Treasurer with other administrative procedures.

MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities: Basic knowledge of the organization, functions and operations of parish government, as well as general management procedures and techniques. Ability to plan, organize and supervise the work of a large group of professionals, sub-professionals and clerical personnel; to train and supervise employees and maintain effective relations with department heads, and other parish officials, employees and the general public; to express ideas clearly and concisely in oral and written form.

TRAINING and EXPERIENCE: Graduated from an accredited four (4) year college or university with a major in business administration and/or business management, and/or public administration and five (5) years of progressively responsible supervisory experience.*

License: Appropriate vehicle operator's license

*Revised: 10/22/09