

ASSISTANT COUNTY ADMINISTRATOR

Cherokee County, SC



Salary

Location

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

ADMINISTRATION

FLSA

EXEMPT

Job Summary

This position, under limited supervision, performs professional work in carrying out the direction of the County Administrator on a wide range of County administrative and legal issues. The Assistant County Administrator assists the County Administrator by supervising designated departments toward the achievement of departmental objectives and overall County government goals. This role also serves as a project manager for major building and construction projects, manages County infrastructure programs, and administers official County communications while advising the County Administrator on program needs, policy implementation, and presentation of initiatives to County Council.

Essential Functions

Essential Functions	% of Time
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County Department Oversight	25%
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- Addresses immediate personnel or procedural issues within County departments.
- Assists with day-to-day departmental operations to ensure efficiency and compliance.
- Leads departmental meetings and ensures departmental needs and training opportunities are addressed.
- Ensures departmental reporting and communicates relevant information to County Council.
- Monitors departmental projects and assists with capital project proposals and

grant administration.

- Works with Personnel Department on compliance issues and disciplinary recommendations.
- Assists departments in maintaining fiscally responsible operations and budgeting.

County Infrastructure and Asset Management 10%

- Administers county infrastructure evaluations and asset monitoring.
- Works with agencies overseeing infrastructure projects affecting Cherokee County.
- Oversees grant funds associated with infrastructure improvements.
- Serves as project manager for major county construction projects.
- Coordinates with Public Works on budgeting for infrastructure maintenance and improvements.
- Develops short and long term plans for infrastructure priorities.

Administration of County Policy / Procedures / Ordinances 25%

- Develops and implements administrative policies and procedures to ensure regulatory compliance.
- Assists County Council with policy, procedure, and ordinance updates.
- Evaluates existing policies and determines required updates.
- Researches best practices and policies used by other agencies.

Duties of County Administrator in Absence 5%

- Represents the County Administrator in meetings when necessary.
- Performs duties of the County Administrator during their absence.
- Communicates updates and information to County Council.

Government Partnerships and Contracted Services 10%

- Facilitates partnerships with other government entities.

- Coordinates contracted services with County departments.
- Attends meetings with contractors and consultants to monitor efficiency and budgets.
- Researches efficient service solutions for county operations.

Special Projects and Council Support 10%

- Assists with public works and infrastructure requests routed through County Council.
- Assists with ordinance and policy updates requested by Council.
- Supports planning initiatives aligned with Council priorities.

Council Updates and Public Communications 10%

- Assists with presentations to County Council on budgets, policies, projects, and operations.
- Provides Council with materials supporting informed decision-making.
- Oversees official County communications, marketing, and public relations.

Other Duties as Assigned 5%

- Performs additional duties as required including evenings, holidays, and weekends when necessary.

Qualifications

Education and Experience

- Bachelor's degree in Business Administration or related professional degree from an accredited university.
- Minimum of five years overseeing government projects and programs.
- Proficiency with Microsoft Office and Adobe products.
- Must possess a valid South Carolina driver's license.
- Must be able to successfully pass a drug screen.

Preferred Qualifications

Master's degree in Public Administration or Business Administration.

Knowledge, Skills and Abilities

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities

- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Skill and creative ability to facilitate public relations via social media
- Ability to produce effective graphic design within presentations, public service announcements, etc.

Working Conditions

Primary Work Location: Cherokee County Administration Building
110 Railroad Avenue Gaffney, SC 29340

Physical Demands

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

Mental Demands

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this 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 assigned to this job.