



**Position Announcement: Coahoma County, MS - County Administrator**  
**Salary Range: \$100,000-\$150,000**

**The Position: A Snapshot**

Coahoma County seeks a skilled public servant to carry out the policies adopted by the County's Board of Supervisors. They will work closely with the administrative assistant, the comptroller, and departments such as accounting, payroll, human resources, and more.

The County Administrator will work with the Board to ensure the financial stability of the County government, actively striving to grow its unallocated reserve fund, elevate its credit rating, decrease debt, install additional fiscal accountability measures, and institute multi-year financial planning, as well as several other significant financial initiatives.

Additionally, this role is responsible for taking general directions and policy decisions of the Board and executing on them, effectively outlining and delegating action items and working as a team to ensure desired results are achieved in a timely manner. The County Administrator also oversees daily operations of the County, supervises department heads and employees, stays on top of changing federal and state laws and regulations, and serves as a liaison between divisions of County government, agencies, Board members, and other parties.

## **The Organization: A Snapshot**

Coahoma County, located in the Mississippi Delta region, has a population of approximately 21,000 residents. The County government has 129 full-time employees and 37 part-time employees across 11 different departments. The 2024 County Budget figures are \$9,121,000 for the General Fund and \$14,060,700 for the Special Revenue Fund.

## **On the Horizon**

Our excellent location near Memphis, Tennessee, a major U.S. hub, means that Coahoma County is well situated for future economic development opportunities. Additionally, several exciting projects are in the works, including an airport improvement grant, multiple water improvement grants, and other economic development projects.

## **A Day in the Life of the County Administrator**

*The County Administrator role is quite varied as they carry out a multitude of diverse responsibilities throughout the average workday. Any particular day could include:*

- Overseeing day-to-day operations of the County.
- Developing and executing on action items based on the Board's vision and policy decisions.
- Coordinating meetings, work sessions, and presentations for the Board.
- Liaising with various divisions of County government and agencies to ensure County-owned properties are properly managed, repaired, or improved.
- Administering zoning and building code ordinances.
- Creating and delivering relevant reports to the Board.
- Supervising staff members and cultivating a safe and positive work environment.
- Reviewing and investigating inquiries and complaints from citizens.
- Selecting insurance coverage for County properties.
- Staying up-to-date on changing state and federal laws and regulations.

## Who are We Looking For?

*We're looking for a public servant who cares deeply about serving citizens. Someone with integrity. Government know-how. A strong sense of ethics and community. And most importantly, long-term commitment to the County and its people.*

*Sound like you? These five core competencies are crucial to success in this role:*

1. Excellent Written and Oral Communications Skills
2. Able to Balance Multiple Priorities
3. Understanding of Federal and State Laws and Regulations
4. Data Analysis, Budget Planning, and Cost Control
5. Supervisory Skills

### *Experience, Skills, and Qualifications*

- Bachelor's Degree from an accredited four-year college or university and knowledge and experience in the following fields: accounting, budget planning, finance, purchasing, cost control, and personnel management.
- Ability to meet bonding requirements as required by law.
- Prefer experience in local government administration.

**Coahoma County needs your knowledge and skills for this vital role. Will you join us? We look forward to reviewing your materials!**

- Candidates are encouraged to apply by 11/24/2023.
- To apply, submit your cover letter and resume by email to: [ian@pracademicpartners.com](mailto:ian@pracademicpartners.com) with the subject line: Coahoma County
- Final candidate will be subject to a background check, credit bureau report, and pre-employment drug test.

*Coahoma County is an Equal Opportunity Employer.*