

Application for Employment



Butler County Commission

P.O. Box 756
Greenville, AL 36037
(334) 382-3612

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) _____ Mobile/Beeper/Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If **no**, please explain _____

Have you ever been employed here before? If **yes**, give dates and positions _____ Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If **yes**, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ Telephone # (____) _____ City State	Dates employed: Month / Year to Month / Year
Street address _____ City State	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____ Why did you leave? _____ May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Summarize the type of work performed and job responsibilities. _____	Commission/Bonus/Other Compensation \$ _____
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

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Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ E-mail _____ Years: _____

Spreadsheet _____ Years: _____ Internet _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			()	
			()	
			()	

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date ____/____/____



Butler County Commission

County Administrator

SALARY _____ LOCATION - Greenville, Alabama

JOB TYPE Full-Time

DEPARTMENT County Commission

POSITION OVERVIEW

Under the direction of the elected members of the Butler County Commission (the "Commission") and pursuant to Code of Alabama, Section 11-3-18 (1975), the County Administrator serves as chief administrative officer of Butler County, Alabama (the "County"), responsible for implementing policies set by the Commission and overseeing the daily operations of the county government. The County Administrator ensures compliance with Alabama and Federal laws governing county administration, employee relations, budgeting and financial management, facilities management, technology, and other internal services. The County Administrator also serves as a liaison between the Commissioners, County Elected Officials, other regional, state, and local agencies and authorities, citizens and community organizations.

Essential Duties and Responsibilities

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)

The County Administrator's performance is measured across key areas, as assigned by the Commission, including but not limited to the following: executive leadership and long term and short term strategic and operational planning; managerial and organizational effectiveness and accountability; financial planning and budget management; human resources and personnel management; policy development; public service and communication; economic development; risk management and effective issue resolution.

The County Administrator may be called upon to do any or all of the below-listed essential functions. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential function are as follows:

- Develops and maintains detailed knowledge of the structure, function, purpose and operation of all County departments and elected officials, including the Sheriff, Tax Assessor, Tax Collector, Probate Judge and License Director, who receive statutorily mandated funding from the Commission to insure the delivery of consistent and responsive services to the citizens of the County in compliance with Local and Federal laws.
- Collaborates with elected officials, department heads, legal counsel, and other appropriate individuals to develop and recommend a balanced budget; and ensures coordination with the Finance Director for proper financial reporting and audit readiness.
- Monitors the County's operating budget to ensure financial transparency, compliance, and fiscal responsibility; appraises the Commission on the fiscal health of the County; and supports the Finance Director.
- Provides assistance to the Human Resources Director in regard to management direction and supervision of the County's Human Resource functions, including personnel administration, compensation, fringe benefits, legal and regulatory compliance, and personal policies and procedures.
- Collaborates with the Commission, department heads, and elected officials to resolve operational issues within current practices and policies; revises and develops policy dealing with new or changing circumstances for the Commission's consideration; and advises departments and elected officials of relevant Commission actions for implementation.
- Works in cooperation with the Commission, elected officials, and department heads to address matters requiring Commission action, including contractual and professional services, contract renewals and approvals, policies, resolutions, grant applications, and requests from independent boards and agencies.
- Serves as the Risk Manager for the County and is responsible for identifying, assessing, and mitigating risks which could impact the county's operations, finances, employees, and residents; and oversees and directs internal staff on operations, practices, policies, claims processing, and compliance.
- Provides assistance to the Finance Director in regard to management direction and supervision of the County purchasing program, including making operational and procedural changes as needed.

- Provides assistance to the Facilities Director in regard to management direction and supervision of maintenance and repair of all County buildings and grounds, while contributing to infrastructure planning, including facilities, capital outlay, and critical long-term needs.
- Assists the Commission in policy development; receives broad goals and objectives from the Commission and develops operational systems and alternatives to achieve them, supported by appropriate data, analysis, and research; and monitors implementation to ensure compliance with existing policies.
- Development of Commission meeting agendas, coordinating with relevant parties; attends meetings to advise, present pertinent data, and aid the Commission in decision-making; and ensures follow-up on decisions and policy matters.
- Coordinates matters involving legal counsel, seeks legal advice and opinions, and advises the Commission on recommended actions; reviews the County's contracts with counsel; collaborates with counsel on litigated matters; and exercises settlement authority within established limits.
- Engages with the Commission, citizens, consultants, contractors, and departments to assess the County's needs, develop programs and services, and evaluate operations while fostering strong partnerships with local governmental units, surrounding counties, nonprofits, private industry, and professional organizations to enhance service delivery needs.
- Stays informed on legislative and regulatory developments, administrative best practices, and emerging issues through ongoing education and professional development; and attends relevant conferences, training and workshops.
- Acts as spokesperson and public relations liaison to community groups and interested parties as required or as directed by the Chairman of the Commission.
- Serves as the ADA Coordinator and Public Information Officer for non-elected departments of the County and directs staff in fulfilling requests.
- Assumes other responsibilities and duties as may be deemed necessary and appropriate by the Commission.

EDUCATION AND EXPERIENCE

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS

The requirements listed below represent the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The requirements are as follows:

- Bachelor's degree from an accredited four-year college or university in public administration, business administration, finance, or related field (master's degree preferred), or a minimum of 15 years of progressive leadership experience in local government with senior level responsibility for budgeting, personnel, purchasing, risk management, and administrative functions.
- Knowledgeable in the Alabama county government structure, laws, policy development, public financial management and accounting standards, tax administration, budgeting, organizational development, procurement, public meetings and records, human resources and government ethics.
- Skilled in executive leadership, decision-making, negotiation, conflict resolution, public speaking, and written and oral communication.
- Demonstrated ability to maintain integrity and respect while interacting with colleagues, elected officials, and the public from diverse backgrounds.
- Demonstrated consensus-building among diverse stakeholders.
- Skilled in leading and motivating professional staff.
- Knowledgeable and respectful of the relationship between the Commission and other elected officials.
- Possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment with the County.
- Physical and mental ability to perform the essential duties of the position without excessive absences.
- Possess a valid driver's license and be proficient in computerized applications, including Microsoft Office products.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily sedentary with required standing, walking, climbing, lifting, carrying, pushing, pulling, and walking on varying terrain and equipment. The employee is often required to talk, hear, and view written documents. The employee must have the ability to access departmental files, enter and retrieve information from computers, access all locations of the County government, and travel to various locations within and outside the County for meetings.

WORKING CONDITIONS

Works in office conditions and various locations within and outside the County with direct responsibilities during conditions associated with inclement weather events or public safety, or emergency management activities.

To be considered for this position, all applicants must complete the employment application in full

Butler County is an Equal Employment Opportunity Employer that encourages applicants from diverse backgrounds to apply. Butler County is a drug-free workplace and conducts drug and alcohol testing.