

## **ASSISTANT PARISH ADMINISTRATOR**

### General Definition:

Under general administrative direction of the Parish Administrator and policies established by the Police Jury, is responsible for complex administrative work in assisting the Parish Administrator with all aspects of management and administration of Parish government. Acts on behalf of the Parish Administrator in his absence. Performs special studies and projects as directed. Initiative and a considerable degree of judgement are required.

### Example of Duties:

Assists the Parish Administrator within the frame work of broad policies, ordinances, laws and regulations; performs routine and advanced administrative work requiring considerable knowledge of federal and state laws relating to parish government; assists department heads with administrative problems and procedures; assists in the supervision of the daily operations of Parish government; performs research, provides information and analyses for decision-making and prepares reports and documents for the Parish Administrator and Police Jury; assists in preparation of budgets; conducts special projects, seeks methods for improving systems, and works with public officials from various jurisdictions and levels of government as needed; interprets applicable laws, rules, codes, and regulations affecting Parish services and programs; attends meetings of the Police Jury and makes recommendations on administrative matters; participates in regional meetings and projects with other governments; acts as a liaison with various local, state and national associations.

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; knowledgeable of accounting principles; ability to follow complex written and oral instructions, and to establish and maintain effective working relationships with staff, elected officials, media and the general public. Ability to plan, organize and supervise the work of a group of professionals, sub professionals and clerical personnel; to communicate effectively both orally and in writing; ability to plan, direct, and supervise the work of others.

Training and Experience: Bachelor's Degree from an accredited college or university in Public/Business Administration, Economics, Finance or related; minimum of five (5) years progressively responsible managerial experience; preference for government management work experience.