



**PARISH OF CADDO**  
**Department of Finance**  
**Human Resources Division**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

REVISED: 03/01/04; 01/01/07

JOB TITLE: Assistant Parish Administrator

DEPARTMENT: Administration

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE:\$34.81 - \$52.35

GRADE: 56

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Acts as a liaison ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Forms strong working relationships with Parish Commissioners and other elected officials to include federal, state, city and parish entities.
- Works with the Finance Department to prepare and maintain Parish budgets to include outside agency funding. Uses good judgment in spending Parish funds. Actively challenges Department Directors on budgets and spending practices.
- Coordinates efforts with the responsible person or department to ensure that employees and citizens' requests are handled promptly. Requests may include concerns or complaints, proposals, justification of projects, or Parish activities. Also included are special project groups such as Employee Council, Benefit Committee and quarterly Walk-Around Meetings.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, other Agencies, and other Departments to foster an effective Team Spirit within the Parish Administration Leadership Team.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Graduation from an accredited college or university with a degree in business, public administration, or related field and five (5) years of progressively responsible experience in local government is preferred.
- An advanced degree may be substituted for two (2) years experience.
- Comprehensive knowledge of the organization, functions and operations of parish government.
- Comprehensive knowledge of state and federal laws relative to parish government, management procedures and techniques.
- Considerable knowledge of public administration.
- Ability to train and supervise employees and maintain effective working relationships with department heads and other parish officials, employees and the general public.
- Ability to express ideas clearly and concisely in oral and written form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.