



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:

Equal Opportunity Employer

POC employees have 5 days from date of posting to apply.

PERSONNEL CLASS SPECIFICATION

CREATED: 07/19/2006

JOB TITLE: Parish Administrator

DEPARTMENT: Administration

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$40.73 – \$61.24 Hr.

GRADE: 58

Position appointed by the Caddo Parish Commission to act as Chief Executive Officer of the parish government and is responsible for the overall operations of the Parish of Caddo.

DUTIES AND RESPONSIBILITIES

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

- Sees that all laws, provisions of the Home Rule Charter and acts of the commission, subject to enforcement by the administrator or by officers subject to the administrator's direction and supervision, are faithfully executed.
- Advises the Commission as to the financial condition and future needs of the parish and makes recommendations to the Commission concerning the affairs of the parish. Ensures Parish resources are used to best serve the citizens and employees of the Parish of Caddo.
- Directs and supervises the administration of all departments, offices and agencies of the parish government, except as otherwise provided by the Home Rule Charter.
- Forms strong working relationships with Parish Commissioners and other elected officials to include federal, state, city and parish entities.

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.