



DESOTO PARISH POLICE JURY

October 02, 2023 at 5:04 PM

Personnel Committee Meeting

Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052

AGENDA

Jeri Burrell, Chairwoman, Keith Parker, Ernel Jones, Kyle Kennington and Trina Boyd-Simpson

- A. CALL TO ORDER**
- B. CALL FOR ADDITIONS AND DELETIONS**
- C. GUEST AND PUBLIC COMMENTS**
- D. PERSONNEL ITEMS**
 - 1. Discuss Administrator's Duties
- E. ADJOURN**



Scope: DeSoto Parish Police Jury

Job Title: Parish Administrator

Category: Administrative

Salary: \$98,342 - \$147,513

Description: The Parish Administrator is appointed by the DeSoto Parish Police Jury to manage the overall operations of the Parish in accordance with adopted policies and procedures and requires the use of considerable judgment, independent action, and delegation of duties to others.

DUTIES AND RESPONSIBILITIES

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

- Responsible for the execution of all policies and procedures adopted by the Police Jury.
- Advises and informs the Police Jury on the operation and affairs of the parish.
- Manages various studies and analyses; coordinates and assembles the findings to recommend and advise the Police Jury.
- Acts as a liaison ensuring Parish resources are used to best serve the citizens and employees of the Parish.
- Maintains working knowledge of federal and state laws relating to parish government.
- Develop and sustain positive working relationships with all elected officials to include federal, city and parish entities.
- Responsible for the overall direction, coordination, and evaluation of all departments.
- Coordinate with the Finance Department in preparation of the annual operation budget and works with Department Heads to ensure budgets are met and good judgment is used in spending parish funds.
- Collaborate with Human Resources to determine staffing requirements and leadership development needs for Department Heads and Supervisors.
- Promotes staff leadership and development, by encouraging creativity, ownership, and skill development.
- Ensures proper public relations by following-up with all departments to ensure public services are efficiently provided and that all complaints, concerns, and public contacts are effectively handled.
- Creates and manages succession planning for key positions within the organization.
- Responsible for planning, developing and coordination of various projects, and for the implementation and fulfillment of contractual provisions.
- Provides oversight and management of construction projects and keeps track of spending to ensure budgets are maintained within the project scope.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in Public or Business Administration or related field; and eight years related experience; a master's degree is preferred.

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.

- Comprehensive knowledge of the organization 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.
- Strong leadership and teamwork abilities.

LICENSE

- Valid Driver's License Required

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, travel, and outdoor functions. This is primarily a sedentary office classification, although the job involves field inspection work requiring walking over uneven ground and over and around obstacles at construction sites to monitor performance and to identify problems or hazards with occasionally having to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.