

COUNTY ADMINISTRATOR VACANCY

Twiggs County Board of Commissioners is seeking experienced candidate for County Administrator that is a strong leader and strategic thinker who is politically astute.

ESSENTIAL DUTIES:

- Supervise the administration of the affairs of the county and see that the ordinances, resolutions, and regulations of the Board of Commissioners and the laws of the State of Georgia are faithfully executed and enforced;
- Exercise managerial authority and supervision over the County Manager's staff and all department heads under the jurisdiction of the Board of Commissioners, including delegation of duties to subordinates without relieving burden of responsibility from the Administrator.
- Supervises the preparation, certification, and maintenance of county records such as: minutes of commission meetings; ordinances; agreements; personnel files; general correspondence; resolutions; contracts; and licenses.
- Arrange appointments and screen calls for county commissioners.
- Provide background information, financial status updates, and policy recommendations to the Board of Commissioners to aid in making decisions.
- Monitor financial status of county, include preparing preliminary budget and compiling information from department heads relative to budget requests.
- Oversee general maintenance of county buildings and assure proper insurance coverage on building and vehicles
- Correspond with the general public on requests for information and complaints
- Serves as liaison for county commissioners and other departments
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of legal requirements in reference to records and meetings.
- Knowledge of various resources from which information can be obtained.
- Knowledge of county government laws and regulations.
- Knowledge of right of way acquisition process.
- Knowledge of the county's geography.
- Ability to develop and implement sound budget principals.
- Experience in governmental accounting.
- Written and verbal communication skills.
- Ability to work with the public and all county employees diplomatically.
- Ability to make effective decisions.
- Ability to maintain accurate records.
- Ability to arrange schedules and make contacts.
- Ability to clarify and explain documents.

- Ability to negotiate and explain right of way process.
- Ability to prepare accurate reports, compile statistics and project figures
- Ability to communicate effectively

GUIDELINES: Guidelines include federal, state and county laws, rules, regulations, policies and procedures. The guidelines are clear and specific but typically require interpretation in application.

COMPLEXITY: This position performs general management duties. Complexity occurs in the diversity of knowledge required to properly and accurately perform the duties and responsibilities associated with the work. The work also consists of related and unrelated duties. Complexity arises in trying to achieve many goals with limited resources.

SCOPE AND EFFECT: The work involves daily management of the county's operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, voters, employees in other departments, state employees, other county administrative officers, Commissioners, department heads, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, resolve problems and motivate employees.

MINIMUM QUALIFICATIONS: The following standard express the minimum background of training and experience required to qualify for this classification. Other training and experience, if evaluated as equivalent, may qualify an applicant for a position of this class.

- Bachelor or Master's Degree in Public Administration, Business Administration, Finance or Planning with 3 – 5 years of experience in leadership or governmental management role. Any combination of appropriate training, education and work related experience may also be considered.

SALARY: Commensurate with experience.

BENEFITS: Robust package to include medical, dental, vision, short-term disability and life insurance.

Interested candidates should email a compelling cover letter, resume including at least three professional references and salary history by Friday, October 6, 2017 to: chutchings@twiggscounty.us OR contact Chris Hutchings at 478-945-3629 to obtain an application.