

PEACH COUNTY ADMINISTRATOR

The Peach County Board of Commissioners is seeking a qualified professional for the position of County Administrator, which is responsible for planning, organizing, and directing daily programs, operations, and services of the county government. Applicants must have a bachelor's degree in public administration, business administration, or a related field and at least five years of experience involving management and administration of public sector programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

The Middle Georgia Regional Commission will receive all application materials and will conduct the initial screening for this position. Interested candidates should submit a cover letter, resume, and three (3) references to:

Middle Georgia Regional Commission

Attn: Greg Boike

175 Emery Highway, Suite C

Macon, Georgia 31217

This position is open until filled, and applications may be submitted at any time. All applications received prior to 5:00 pm on Friday, August 31, 2018 will receive consideration. For a detailed job description or additional questions, please contact Greg Boike at 478-751-6160.

Salary for this position is commensurate with qualifications and experience. Only the top candidates will receive an interview, and Peach County reserves the right to reject any applications received. Peach County is an Equal Opportunity Employer.

PEACH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: COUNTY ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct, manage and administer the programs, operations and services of the County government, for all departments excluding Constitutional Officers.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directs the County government's departments and their daily programs and services, including the Recreation, Public Works, Building & Zoning, Clean Community, Fire, EMS, and E911 departments; formulates policies, procedures and operating systems; advises and works with department directors; and ensures programs, services and systems support County goals and comply with state and federal regulations and County policies and procedures.

Serves as the County's chief financial officer; directs the County's financial and accounting programs and activities; oversees the payroll, accounts receivable, accounts payable functions, grants administration, financial reporting and audit compliance; prepares and/or reviews financial records and reports; and submits financial reports to Board of Commissioners.

Serves as the County's budget officer; prepares, implements, and monitors the County's operating and capital outlay budgets; works with department managers in identifying budget issues and requests; and administers the adopted budgets.

Oversees all County human resources functions; ensures personnel programs and services comply with state, federal, and local regulations, and provide fair and equitable work environment for County employees; researches and resolves employee relations issues as needed; and responds to questions and/or complaints from employees which cannot be addressed by subordinate managers.

Manages the County's purchasing functions; ensures purchasing activities comply with local, state and federal public procurement guidelines; reviews proposals from vendors and contractors; negotiates and administers contracts; and ensures goods and services adhere to contract specifications.

Provides assistance to Constitutional Officers regarding administrative programs and operations; explains and interprets County administrative policies and procedures; and provides guidance as requested.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Establishes, develops and maintains a variety of professional relationships with external parties in support of government plans, programs and services; maintains effective communication with the press and the general public; serves as liaison between the public and the County Board of Commissioners; and assists citizens with issues that cannot be resolved by department staff and/or which are sensitive/political in nature.

Oversees the development and administration of the County's computer information systems; ensures computer systems meet County's technology needs and effectively support County programs and services.

Manages the daily operations of the Commissioner's Office; assigns work to staff; provides guidance and direction to subordinates; establishes productivity goals and measures; and evaluates performance.

Operates a personal computer, and general office or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, or a related field; supplemented by minimum five (5) years previous experience involving management and administration of public sector programs, services, resources and staff; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain notary public certificate within 6 months. Requires completion of a 15 hour orientation training which consists of a basic overview of job duties and functions required of clerks.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Peach County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Peach County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.