

**POSITION ANNOUNCEMENT
BROOKS COUNTY BOARD OF COMMISSIONERS
COUNTY ADMINISTRATOR**

The Brooks County Board of Commissioners is now accepting applications/resumes for position of County Administrator. Minimum Requirements: Masters'/Bachelor's Degree in Public Administration, business administration, or a related field; supplemental by minimum of 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 have a valid Driver's License. Under the direct supervision of the Board of Commissioners. Manages the daily operations of the County government. Maintains direct communication with all Constitutional Officers and County department supervisors to ensure all County departments are functioning in compliance with all Federal, State, and Local laws, policies and procedures.

Essential Functions: Serves as the Chief Administrative Officer for the County. Directs the County government's departments and their daily programs and services, including Recreation, Public Works, Building & Zoning, Fire, EMS, and E911 departments; and contracted services; formulate policies, procedures and operating systems; advises and works with department directors; and ensures programs, services and systems support County goals. Serves as the County's Chief Financial Officer, directs the County's financial and accounting programs and activities. Serves as County's budget officer, prepares, implements, and monitors the County's operating and capital outlay budgets; works with department heads 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 department heads. Manage the County's purchasing functions; ensures purchasing activities comply with local, state and federal public procurement guidelines; review proposals from vendors and contractors; negotiates and administers contracts; and ensure goods and services adhere to contract specifications. Provide 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. Establish, develop and maintain 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 County Board of Commissioners; and assist citizens with issues that cannot be resolved by department staff and/or which are sensitive/political in nature. Oversees development and administration of the County's computer information systems. Manage daily operations of the Commissioners' Office; assigns work to staff; provide guidance and direction to

subordinates; and evaluate performance. Operate a personal computer, and general office or both equipment necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software. Serves as an official County representative in all public meetings, conferences, workshops, etc. Prepares and distributes all news releases and public notices. Conduct meetings with all Constitutional officers and department supervisors to discuss specific problems, concerns, short/long term goals and objectives for the County. Prepare special studies and financial reports for the Board of Commissioners. Negotiate leases, contracts and legal agreements and ensures all provisions are met. Performs other related duties as directed by Board of Commissioners.

Skills/Expertise: Knowledge of public administration management and budgeting practices; and knowledge of local government operations. Ability to communicate orally and in writing; ability to coordinate autonomous organizations toward a common goal; and ability to plan and establish short and long term goals and objectives; to effectively control expenditures within the established Board of Commissioners guidelines. Knowledge and ability to prepare annual budget and other related reports and studies; implement the County's Personnel Policies, Job Classification, and Compensation Plan. Ability to effectively deal with the various types of media, citizen groups, etc.

Salary: Open

Benefits: Employer provides full health and dental care after three months. After three-month working probation period; Employer provides accrued paid vacation and sick leave; and holidays. Retirement eligibility after three years with ACCG-GEBCorp Defined Benefit Plan.

How to Apply: Applications may be obtained Monday through Friday from 8:00 a.m. to 5:00 p.m. from the Brooks County Administration Office located at the Brooks County Office Building at 610 S. Highland Road, Quitman, GA. Resumes/applications can be faxed to 229-263-9345 or email to pwilliams@brookscoga.com applications/resumes will be accepted until 5:00 p.m. December 28, 2018. No late applications/resumes will be accepted. Brooks County is an equal opportunity employer.

Contact: Patricia Williams @ 229-263-5561