

POSITION VACANCY ANNOUNCEMENT

HABERSHAM COUNTY

Position: County Manager (FT)
Salary Range: \$120,000 - \$175,000
Posting Date: September 23, 2024

Department: County Manager
FLSA Status: Exempt
Closing Date: October 14, 2024

Job Summary:

This position is responsible for managing the operations of the county government.

Duties:

- Directs and facilitates inter-departmental activities by providing leadership and direction to department heads in order to assure the efficiency and effectiveness of county operations.
- Provides administrative and management support to the County Commission; serves as liaison between the Commission, other elected officials, county employees, and county residents.
- Plans, directs, and controls the activities of the administrative and operational staff; oversees the work of department directors to include reviewing work products and reports; hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Directs the preparation of the annual budget; presents proposed budget to the County Commission for approval.
- Facilitates and guides the Commission's review process in preparation for final budget adoption.
- Directs larges, special projects of broad scope, particularly those involving multiple departments, agencies, and other governmental jurisdictions.
- Performs public relations functions by responding to inquiries from citizens and the media; addresses community meetings and forums to provide communication between the County Commission and citizens.
- Works with boards and authorities, including but not limited to, the Airport Authority, the Development Authority, the Elections Board, and the Hospital Authority.
- Directs the preparation of resolutions and ordinances related to policy matters, including human resources, information technology, purchasing, etc.
- Develops long-range county goals and plans by identifying opportunities for improving services, preparing annual work plans, establishing goals and objectives, and preparing a periodic progress report.
- Assists the County Commission with the coordination of activities between other elected officials, such Superior Court judges, the Sheriff, and other constitutionally elected officers.
- Manages numerous construction projects.
- Ensures clear communications with the Commission; prepares Executive Summary Reports to inform the Commission and assists in their understanding of the nature and background of items.
- Performs organizational design and operational oversight of county operations.
- Coordinates the sale and acquisition of property.
- Participates and directs long-range plans to guide future development.
- Negotiates the purchase of large cost items; determines funding sources; processes and pays invoices; signs checks; assigns account numbers.
- Performs related duties.

Knowledge Required:

- Knowledge of the theories, practices, and procedures associated with public administration, with particular emphasis on local government, organization, administration, and operations.
- Knowledge of local government financial administration and fund accounting; knowledge of federal, state, and local laws, statutes, and regulations.
- Knowledge of state and federal laws governing the activities of local governments.
- Knowledge of project management and contract negotiation principles.
- Knowledge of the functions, organization, and operations of all county departments.
- Knowledge of basic accounting principles.
- Knowledge of the demographic and economic profile of the county, including its industrial base.
- Knowledge of the principles and practices of effective public relations.
- Knowledge of human resource management and labor law.
- Knowledge of laws related to local government.
- Skill in management and supervision.
- Skill in identifying and solving problems.
- Skill in researching and preparing reports.
- Skill in interpersonal relations.
- Skill in oral and written communication.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a Bachelor's degree in public administration, government operations, accounting, business management, or a similar program with 5+ years of experience in local government with more than two years of executive experience in the organization as a department director is preferred. Equivalent experiences will be considered.
- The candidate will have successfully served in or demonstrate strong familiarity with the Commission-Manager form of government. Successful candidates will also have a proven record of leadership, fiscal stewardship, innovation, and relationship-building.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.