

County Administrator

Brooks County, Georgia, population 16,500 and located in south Georgia along the Florida border adjacent to Valdosta, the I-75 corridor, and Moody AFB, is accepting applications for a County Administrator. Brooks County is a rural county known for being a significant agricultural producer of pecans, beef and dairy cows, cotton, soybeans, peanuts, and cucumbers. The county enjoys stable political leadership and a healthy fund balance. This full-time position, under the direction of a five-member Board of Commissioners, is responsible for:

- Managing the day-to-day operations of the county government.
- Supervising 10 department managers.
- Coordinating activities with other elected and appointed officials.
- Implementing Board policies.
- Preparing and monitoring the \$20M annual budget.
- Managing capital projects funded by SPLOST and TSPLOST funds.
- Modernizing the county's technology.
- Overseeing various outsourced service contracts including Information Technology, Emergency Medical Services, Fleet Management, Road Department, Payroll, and Solid Waste collection/disposal.
- Responding to citizen complaints.

Minimum qualifications include a Bachelor's degree in Public Administration or related field (Master's degree preferred), 3-5 years of experience in local government management as a county manager, city manager, or department head, knowledge of modern public administration practices and financial management, employee supervision and development, and budget preparation and control, along with computer skills, excellent customer service skills, and possession of a valid driver's license.

The starting salary ranges from \$100,000 to \$125,000 DOQ, plus generous benefits including a five-year vesting schedule for a defined benefit retirement plan.

Submit your resume, cover letter, and three professional references as a PDF to:

kdaniels@brookscountyga.gov. Position opened until filled. The first review of resumes is to begin July 18, 2024.

Hiring dependent upon successfully passing drug screening, background check, social media check, employment history check, and driving history check. Brooks County, Georgia is an EOE.