

## **Lamar County, Georgia County Administrator**

Lamar County is seeking an energetic, motivated professional for the position of County Administrator. Responsibilities include: preparation of an annual budget, long range capital improvement budgets, purchasing, personnel, public works, property control, risk management, utility management, inter-governmental relations, policy development, general oversight of government activity and function.

This position is responsible for the overall management of County government, including the direction and supervision of department heads and administration of county functions in accordance with the policies formulated by the County Commission and other authorized elected officials. Strong financial, management, and multi-tasking skills are desired. Extensive experience in public and media relations is also desired.

Candidates should have a Bachelors degree or higher in public administration, business administration, or a closely related field, preferably with at least five years of progressively responsible experience in city/county administration/management or equivalent experience involving private/public institutions. In lieu of a college degree, candidates with a minimum of fifteen years of progressively responsible experience may be considered. Excellent communication and interpersonal skills, and a high degree of integrity and responsiveness are required.

Final candidates will be required to successfully pass pre-employment and/or post-offer tests, as may be allowed by state and/or federal law. Salary and benefits are negotiable depending on qualifications. Send resumes, including references to: County Administrator, Board of Commissioners of Lamar County, Suite E, 408 Thomaston St. Barnesville, GA 30204

Resumes are requested by 18 January, 2018 but this position will remain open until filled.