

County Administrator Job Announcement

The Grady County Board of Commissioners are seeking applicants for the position of County Administrator. This position will be open until filled.

Major Duties for the position include:

- Recommend to the board of commissioners the hiring, termination or suspension of all department heads in accordance with the ordinances, policies and rules adopted by the board and all officers and employees of the county under the jurisdiction of the board; provided, however, the county attorney and the outside auditor shall be appointed and removed solely by the action of the board,
- Supervise the administration of the affairs of the county and to see that all ordinances, resolutions, regulations, and policies of the board are faithfully executed and enforced.
- Exercise administrative control over all departments or divisions of the county government under the jurisdiction of the board.
- Act as budget officer and submit, subject to requirements established by the board, an annual budget for consideration and adoption by the board of commissioners.
- Keep the board fully advised as to the financial condition and needs of the county.
- Supervise and direct the official conduct of all county officers and department heads appointed by the administrator.
- Attend all meetings of the board with the right to enter discussion, provided the administrator shall have no vote.
- Be the chief purchasing agent for the county and shall implement policies and procedures adopted by the board for procurement of all supplies and materials.
- Administer the construction and maintenance of all roads and bridges under the jurisdiction of the county, subject to limitations and restrictions as provided herein and as may be hereinafter adopted by the board of commissioners.

Minimum Qualifications include:

- Knowledge and/or level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

- 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 obtained.
- Ability to be bonded.

Salary will be dependent upon qualifications.

You may apply for this position by submitting a resume to the Grady County Board of Commissioners at

Grady County Board of Commissioners

Attn: John White, County Clerk

33 17th Ave NW

Cairo, GA 39827

Or by emailing your resume to

jwhite@gradyco.org.