



**JOB TITLE**

County Manager

**DEPARTMENT**

Administration

**JOB SUMMARY**

This position is responsible for the overall management of the county government, including overseeing the budgeting, purchasing, grants, and personnel functions of the government, including the hiring and termination of department heads through the County Personnel Civil Service System.

**MAJOR DUTIES**

- Manages the daily operations of the county government.
- Acts as liaison between the commissioners and the public by responding to inquiries and resolving conflicts.
- Develops materials for commission meetings and implements decisions made by the commission.
- Serves as liaison between the commissioners and department heads; supervises and oversees the work of the department heads and office personnel based on policies adopted by the Board; issues work orders and monitors progress.
- Directs the preparation of the county budget by consulting with department heads and commissioners, making and implementing recommendations, and controlling expenditures; manages investment of county funds.
- Prepares and monitors the use of state and federal grant applications; monitors the execution of grants; monitors sales tax programs for compliance with state laws and regulations.
- Serves as custodian of county records.
- Develops and implements operating policies and procedures for the county in conjunction with the commissioners.
- Oversees the operation of employee benefits programs, including pension plan, risk management, and workers' compensation.
- Provides reports and information to the media and civic organizations as requested.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of public personnel administration.
- Knowledge of budget preparation and public financial management.
- Knowledge of the county code of ordinances and other regulations, policies and procedures.
- Knowledge of state and federal grant program requirements.
- Knowledge of the functions, organization, and operations of all county departments.
- 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 local, state, and federal laws in all areas applicable to county government, including unemployment, wages and hours, EEOC, taxes, workers' compensation, pensions, and risk management.
- Skill in management and supervision.

- Skill in identifying and solving problems.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Board of Commissioners assign work in terms of overall goals and objectives. The employee must use much judgment in deciding how to accomplish goals. The work is reviewed through conferences, reports, and observation of county operations.

### **GUIDELINES**

Guidelines include county codes and ordinances, applicable state and federal laws, county policies and procedures, and directives from the commissioners. These guidelines require judgment, selection, and interpretation in application. This position develops overall county guidelines.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and managerial duties in the management of the county government.
- The purpose of this position is to manage the overall operation of the county government. Successful performance in this position facilitates the work of all county departments, ensures that county services are delivered, ensures that county records are properly maintained, and enhances the image of the county.

### **CONTACTS**

- Contacts are typically with co-workers, employees in all county departments, elected officials, state employees, representatives of business and civic organizations, government agency representatives, members of the news media, and the general public.
- Contacts are typically to exchange information, resolve problems, provide services, supervise personnel, and negotiate and settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Department Heads and Assistant County Manager

### **MINIMUM QUALIFICATIONS**

- Knowledge and 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 in order 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 operated.
- Ability to be bonded.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

### **How to Apply:**

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, [WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com).

**BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**

**APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER**