



LEE COUNTY, GEORGIA

Classification Specification

County Manager (1005)

FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee operations of the County under general direction from the Board of Commissioners (BOC), to include direct supervision of the County's administrative offices, management and oversight of County functions and staff falling under the authority of the BOC, and coordination of activities and special projects among County departments, elected officials, and outside agencies.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages and directs County operations and staff: supervises subordinate department heads and administrative staff; hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all County employees through subordinate managers; and processes employee concerns and problems.

Directs the work of Assistant County Managers and department heads who supervise subordinate managers and staff: provides direction regarding County operations, methods, processes, policies and procedures; directs, coordinates, and monitors County activities, projects, and programs; consults with subordinate staff to assist with complex/problem situations and provide technical expertise; and ensures all County activities, projects, and programs comply with established laws, codes, rules, regulations, policies and standards.

Develops and recommends long- and short-term goals, plans, and objectives for the County: analyzes and evaluates performance of current programs, services, and operations in relation to growing needs of the County; and identifies, recommends and oversees implementation of needed changes, modifications and/or enhancements.

Develops, implements, and monitors County work plans, policies, and procedures: formulates and develops work methods, practices, policies, standard operating procedures, training programs, etc.; monitors implementation of work processes, policies, and procedures by staff; and updates and revises procedure manuals as appropriate.

Develops, defends, and administers County budget in coordination with Finance Department, County department heads, and BOC: forecasts expenditures and revenues; recommends allocations for staffing, supplies, equipment, programs, capital improvements, and other budget outlays; prepares departmental budget for the Administrative Office; reviews budget requests from all County departments for inclusion in budget recommendations; coordinates the scheduling of budget meetings; prepares and submits budget documentation and reports; monitors expenditures to ensure compliance with approved budget; makes adjustments and changes as needed; and ensures compliance with all legal and procedural requirements.

Serves as a liaison between County staff and the BOC: attends all BOC meetings; briefs BOC on pending agenda items and other County issues; responds to inquiries and provides BOC with information on the status of County operations and projects; provides analysis to assist in making informed policy decisions; prepares meeting agendas for approval; and provides administrative support to the Commissioners as needed.

Directs and oversees operations of departments falling under the authority of the BOC: serves as a liaison between the BOC and department heads, keeping the BOC apprised of departmental activities; assists departments with resolution of problems requiring the attention of County management; and monitors and evaluates progress of departments towards the goals and objectives of the administration.

Facilitates problem solving at all levels in the organization: works with department heads and Constitutional Officers to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.

Manages and facilitates internal and external communication throughout the organization: conducts meetings with department heads and key management staff; oversees all public relations and outreach efforts to community groups, organizations, local governments, and state agencies; serves as a liaison between the BOC and Constitutional Officers.

Coordinates special projects for the County, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.

Oversees professional contractors and/or consultants providing services for County projects: participates in the evaluation and selection of contractors/consultants; works with and monitors contractors/consultants to ensure timely and quality completion of project; facilitates cooperation for project implementation throughout the organization; and provides information and support as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations: monitors state and federal developments and legislation that impact County operations; reads professional literature; attends workshops and training sessions as appropriate; participates in planning efforts at the local and regional level; oversees compliance with new legislation; reads professional literature; and attends workshops and training sessions as appropriate.

Represents the BOC and the County at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from area municipalities, school boards, chambers of commerce, authorities, and commissions; provides information about County operations; participates in discussions and decisions; and keeps the BOC apprised of activities.

Receives and responds to requests for information, complaints, and concerns from the public, County elected officials and Constitutional Officers, County employees, and others; responds to complex questions, complaints, or requests for service; resolves problems and concerns; and prepares and submits related records and reports as required.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: prepares, completes, receives, reviews, processes, forwards or retains, as appropriate, various forms, reports, correspondence, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with County officials, department heads, other employees, third party service contractors, the public, outside agencies, and others as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software: and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Business Management, Public Administration, or related field required; supplemented by ten years of experience in managing government operations at a municipal or County level, to include experience at the department director level or above; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific Licenses or Certifications Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or

unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



LEE COUNTY
Georgia

COUNTY MANAGER

RECRUITMENT

COUNTY MANAGER

RECRUITMENT

ABOUT THE COUNTY



GENERAL DATA:
Incorporated Cities Leesburg and Smithville
Total Area: 355.8 square miles

Lee County, one of the original 32 counties in Georgia, is situated in the heart of Southwest Georgia. As a rapidly growing community, we provide a comprehensive array of services and amenities while preserving a charming hometown feel.

Geographically, the county lies about two hours north of Tallahassee, Florida, and two hours south of Macon, bordered by Dougherty County and Sumter County.

Lee County presents a distinctive combination of residential, commercial, and industrial development, all infused with a traditional rural character. With its creeks, lakes, plantations, and historical landmarks, the community offers outstanding recreational opportunities that make the most of the pleasant climate and stunning landscape.

Our welcoming and friendly population includes many young families drawn to Lee County's award-winning school system. As part of the Albany metro area, Lee County saw a population increase of 17.19%, growing from 28,298 to 33,163 between 2010 and 2020, ranking 57th in population among Georgia's 159 counties.

Lee County is committed to fostering a healthy mix of residential, commercial, and industrial development while honoring the county's rural character and heritage. Our community's dedication to quality, well-planned growth promises that Lee County will continue to flourish for many years ahead.

LOCAL GOVERNMENT

The County has six elected officials elected by the voters through at-large elections for four-year terms. Those officers are the Sheriff, Tax Commissioner, Clerk of Superior Court, Judge of the Probate Court, Judge of the Magistrate Court, and the Coroner.

The City of Leesburg has a seven-member city council elected by the voters through at-large elections for four-year staggered terms to represent the residents of the city. The Leesburg City Council conducts its meetings the first Tuesday of each month at 6:00 PM at the Leesburg City Hall, 107 Walnut Avenue.



The City of Smithville has a four-member city council elected by the voters through ward elections for two-year concurrent terms (the mayor serves four years) to represent the residents of the city.

The Smithville City Council conducts its meetings the third Monday of each month at 6:00 PM at the Smithville City Hall, 116 Main Street.

The Development Authority was created by an act of the Board of Commissioners in January 1998, consists of seven members appointed by the Board of Commissioners for four year staggered terms. This authority's responsibilities include promoting trade, commerce, industry and employment in Lee County and the Chamber of Commerce. In addition, the Authority has those powers contained in state law.

All meetings of the above governmental entities are open to the public. All Lee County citizens are encouraged to attend and participate in these meetings

LOCAL GOVERNMENT

The Lee County/Leesburg/Smithville Planning Commission is a joint body that reviews all residential and commercial developments and relevant planning issues and makes recommendations to each jurisdiction. This seven member board is appointed -- 5 members appointed by the Board of County Commissioners, 1 member appointed by the City of Leesburg, and 1 member appointed by the City of Smithville. All members serve two or four year concurrent terms. The Planning Commission conducts their meetings the 3rd Tuesday of each month at 6:00 pm in the T. Page Tharp Governmental Building, 102 Starksville Avenue North in Leesburg.



The Lee County Utilities Authority is an authority created by an act of the Georgia Legislature during April 1992 to provide the county with water and wastewater services. This seven member board is appointed by the Board of County Commissioners. All members serve yearly staggered terms. The Utilities Authority members appoint a General Manager to supervise the day-to-day operations of the Authority. The Authority conducts their meetings the third Thursday of each month at 6:00 pm in the T. Page Tharp Governmental Building, 102 Starksville Avenue North in Leesburg.

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COUNTY MANAGER

RECRUITMENT

ABOUT THE BOARD OF COMMISSIONERS

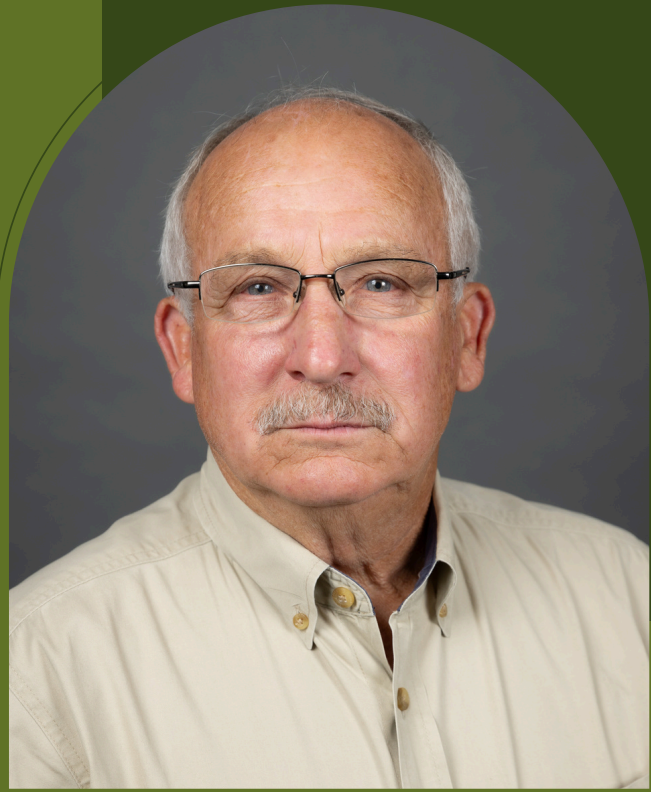


The Board of County Commissioners is composed of five members elected by the voters through district elections for four year staggered terms. The Board, as the county's governing authority, is responsible for establishing policy for county operations, enacting ordinances and resolutions to promote the county's health, safety, and welfare, and approving the annual budget which funds the operations of the constitutional officers' as well as the departments under the Board's jurisdiction.

The Board appoints the County Manager under the Board's jurisdiction.

Meetings are held on the second Tuesday of each month at 6:00 p.m. and the fourth Tuesday of each month at 6:00 p.m. at the Opal Cannon Auditorium in the T. Page Tharp Governmental Building, 102 Starksville Avenue North in Leesburg.

THE COMMISSIONERS



Dennis Roland
District 1



Luke Singletary
District 2
Chairman



Billy Mathis
District 3



Chris Guarnieri
District 4
Vice-Chairman



George Walls
District 5

OUR STAFF



**Heather
Jones**

Finance Director /
Co-Assistant
County Manager



**Joey
Davenport**

Chief Building
Inspector /
Co-Assistant
County Manager



**Brandy
Davis**

Human Resources
Director



**Kaitlyn
Good**

County Clerk



**Mike
Sistrunk**

Public Works
Director



**Nikkie
Celinski**

E-911 Director /
Assistant EMA
Director

OUR STAFF



**Jeremy
Morey**

Parks & Recreation
Director



**Amanda
Nava-Estill**

Planning & Zoning
Director



**Veronica
Johnson**

Election Supervisor



**Jason
Schultz**

Information
Technology Director



**Doug
Goodin**

Chief Tax Assessor



**Wendy
David**

Tax Commissioner

COUNTY
MANAGER

RECRUITMENT

OUR STAFF



**David
Forrester**

Fire Chief



**Coleman
Williams**

Assistant Fire Chief /
EMA Director



**Melanie
Gahring Rathel**

Probate Court
Judge



**Jim
Thurman**

Magistrate Court
Judge



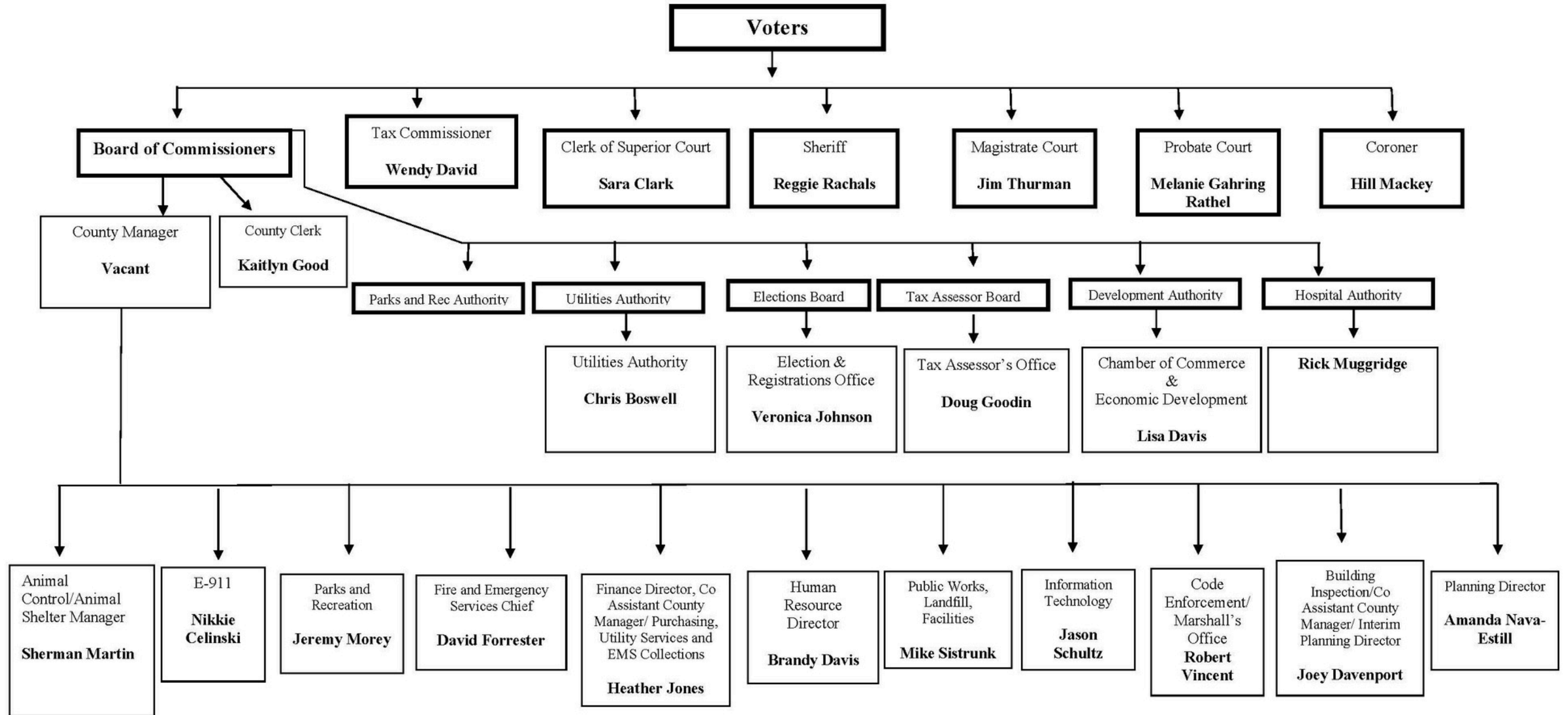
**Sara
Clark**

Clerk of Superior
Court



**Lisa
Davis**

Chamber of Commerce
Director



ADDITIONAL STAFF INFORMATION

247

FULL-TIME EMPLOYEES

.....

88

PART-TIME EMPLOYEES

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THE ROLE

The County Manager is appointed by the Board of County Commissioners, based on professional training and qualifications, to carry out the Board's policies and decisions and to ensure that the entire community is being efficiently and effectively served.

The County Manager's duties and responsibilities will include the following:

- Sees that all laws and ordinances are faithfully enforced.
- Advises the Board of financial conditions and current and future needs.
- Administers the annual budget as developed and adopted by the County Commissioners.
- Manages and supervises departments of the County.
- Appoints and removes, with Board notification, Department Heads and staff of the County.
- Provides leadership and direction in the development of short and long range plans.
- Coordinates activities with other elected officials and boards, departments and agencies.
- Provides professional advice on County administration and organization to Board and Department Heads.

- Communicates official plans, policies and procedures to elected officials, County staff, and the general public. Facilitates effective communication between the Board and County management, and the Board and the public.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Receives complaints from staff, citizens and the general public and assists in resolving conflicts.
- Prepares studies, reports and related information for decision-making purposes.
- Attends meetings of the Board, and events at which the Board's attendance may be required.

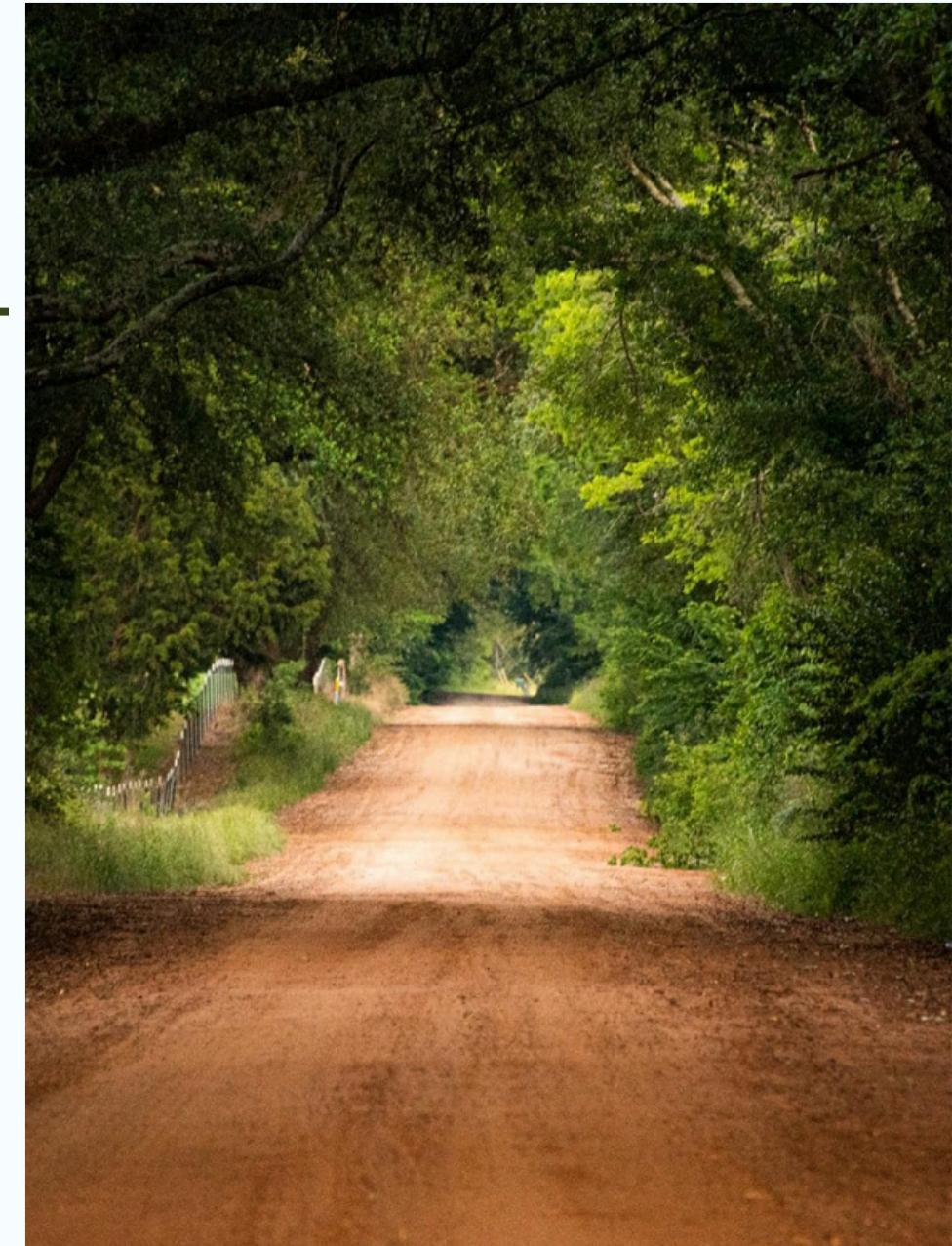


COUNTY MANAGER

RECRUITMENT

ISSUES FACING THIS POSITION

- Commercial and Economic Development
- Continued Financial Stability
- Infrastructure and Utilities
- Continued partnership to expand fiber
- Development of Strategic Goals
- Succession Planning
- Internal Consensus Building and Decision Making



QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's degree in public administration, business administration or a field closely related to county government management, or equivalent combination of education and experience. A master's degree in a related field is strongly desired
 - Minimum seven to ten years' progressively increasing executive responsibility for revenue enhancement, organization, management, policy formulation and service delivery in a full-service organization approaching the size and complexity of Lee County or larger, including five years of experience as the chief executive
 - A record of successfully dealing with elected officials and boards, other than and in concert with the Board of County Commissioners
 - Experience with the principles and practice of county management, including taxation, budgeting, finance, grantsmanship, environmental protection, human resource management, and program and service delivery and evaluation
 - Solid experience and skill in revenue enhancement, financial management, financial planning and administration of budgets; an agile financial mind
 - Experience with a broad variety of services, including economic and commercial development, utilities, land use planning, community development, transportation, schools, libraries, and parks and recreation
- Experience with focused economic development programs and initiatives.
- A record of effective hiring and of promoting employee development and leadership, including delegation, accountability, training and rewards for performance
 - A record of customer service and responsiveness to citizens, establishing an organizational practice of customer-friendly services



**COUNTY
MANAGER**
RECRUITMENT

QUALIFICATIONS



COUNTY MANAGER

RECRUITMENT

WORKING STYLE, SKILLS, KNOWLEDGE AND ABILITIES

- A results-oriented and apolitical Manager who can make difficult strategic decisions and communicate them in a respectful, compassionate manner
- An individual that keeps the Board apprised of potential problems, being detail oriented but understanding the amount of detail needed for each interaction or discussion
- A leader who sets direction, then remains in regular communication with Department Heads to hold them accountable for accomplishments
- A manager who supports policy development by the Board and is skilled at translating policy into practice with staff members
- A person who will become a member of community and civic organizations, appear at community meetings and events, regional planning and service partnerships, and neighborhood meetings, and is available for evening or weekend public meetings
- A leader with the foresight to imagine and anticipate trends, opportunities, and problems. A person who can help to articulate to residents and staff the Board's vision for Lee County
- Someone with a thorough approach to examining alternatives, and presenting well- documented recommendations to elected officials in a timely manner, including explanation of alternatives, pros and cons
- A person who will use demonstrated skills in interpersonal, written and verbal communications to build strong trust with the Board and the public, while enhancing the credibility of County government and the position of County Manager
- A person who promotes teamwork, shares information willingly, and encourages an open and transparent government
- A leader who can make a quick decision under pressure when the situation demands.
- A skilled public speaker and presenter with an understanding of the media and the importance of positive public relations
- Someone familiar with trends in technology useful for county functions
- A manager who is aware of local, regional, state and national issues and practices



COMPENSATION & BENEFITS

**The Lee County Board of Commissioners offers:
Competitive pay with longevity raises every 3 years
and full-time employees are offered:**

- Medical/Dental/Vision coverage
 - Retirement Benefit
 - 11 paid holidays per year
 - Sick leave with the ability to join the sick leave bank
 - Vacation accrual
-

APPLY TODAY!

www.lee.ga.us

