



STARTING SALARY FOR ASSISTANT COUNTY MANAGER OF TROUP COUNTY, GA

\$100,000 TO \$150,000 DOQ/E + Outstanding Benefits!

Troup County, Georgia is the hub for advanced manufacturing with a diverse employment base and enjoys an excellent reputation as a leader for the latest trends in business and commerce. As an economically thriving and vibrant community, Troup County is located in West Central Georgia with a population of approximately 70,000 and is located less than an hour from Atlanta's Jackson-Hartsfield International Airport. Troup County has three incorporated cities, LaGrange, Hogansville, and West Point and enjoys an excellent working relationship with the mayors and city council members of each. The County has a dynamic arts community, a thriving school system and excellent educational partnerships with 2 local institutions of higher education and also diverse recreational opportunities including West Point Lake and sports complexes that regularly host national tournaments. Troup County is also home to WellStar West Georgia Medical Center a recognized leader in healthcare in the State of Georgia.

Troup County has a proven record of attracting many international industrial companies and is home to Interface Flooring and KIA Motors Manufacturing and will be welcoming Great Wolf Resorts in 2018 as well as many new retail opportunities. The County is governed by a 5-member Board of Commissioners consisting of a chairman and four commissioners, all serving four year terms. The County has approximately 500 full and part-time employees throughout 30 departments, all funded by \$38.4 million budget. Troup County is seeking an assistant county manager who will work with current manager for 6-12 months and move into manger's role. Leadership, vision, a record of transparency and high integrity are all preferable attributes for the successful candidate.

The position will remain open until filled. Qualified candidates are encouraged to apply by August 15th, when a first review of candidates begins. See http://troupcountyga.org/human_resources.html for application and attach resume.

Assistant County Manager

Troup County is seeking an Assistant County Manager. This position manages the day-to-day operations of the County Government.

Minimum Qualifications:

Baccalaureate Degree in a course of study related to the occupational field; Master's Degree preferred. 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 five to eight years of related experience .



This position requires knowledge of principles and practices of Public Administration; Knowledge of budget development and management principles; Knowledge of construction management principles; Knowledge of relevant federal and state laws, county ordinances and department policies and procedures; Knowledge of legislative processes related to local government; Skill in management and supervision; Skill in problem solving, prioritizing and planning; Skill in interpersonal relations; Skill in conducting research and preparing reports; Skill in operating computers and job related software programs; excellent oral and written communication skills.

The major duties required for the position includes:

Acts as liaison between the Board of Commissioners and the public when manager is not available by responding to inquiries and resolving conflicts; Serves as liaison between the Manager and Department Heads; oversees the work of Department Heads and office personnel; Assists in the preparation of the county budget by consulting with Department Heads and the Board of Commissioners making and implementing recommendations and controlling expenditures; Assists in maintaining county records and in the preparation of all required reports; Assists the Board of Commissioners in the development and implementation of operating policies and procedures for the county; Prepares agendas for meetings of the Commission; Helps execute and manage county contracts; ensures the proper processing of bids; Manages construction projects; Develops and implements short and long range plans; Meets with citizens; Responds to and resolves complaints and concerns.