



COUNTY ADMINISTRATOR

Position Description

If you are interested in this exceptional opportunity, please submit a detailed resume to

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DOUGLAS COUNTY GOVERNMENT

Douglas County is a suburban county in the north-central portion of Georgia, located approximately 20 miles west of Atlanta. Douglas County covers approximately 200 square miles (518 km) and is part of Metro Atlanta. It borders Cobb County to the east, Paulding County to the north, Carroll County to the west, and Fulton County and the Chattahoochee River to the southeast. Douglasville is the county seat and largest city. The county had approximately 144,237 residents in the 2020 Census, and its proximity to Atlanta has contributed to recent growth.

A Board of Commissioners governs the county, with a chair elected countywide and four commissioners elected from separate districts. Dr. Romona Jackson Jones serves as chair. County departments oversee Community Services, Communications, Fire and Emergency Medical Services, Public Services, Financial Services, Transportation Services, Human Resources & Employee Services, Development Services, Strategic Initiatives and Governance and Elections under the coordinated approach known as “One Douglas. Forward Together.”

Douglas County government employs more than 1,200 employees, with an average annual salary of approximately \$54,263. Eligible employees may access insurance and pension benefits, merit system protections, and discounts through participating local businesses.

The proposed fiscal year 2026 budget totals approximately \$294.5 million, including a General Fund of roughly \$161 million. Major revenue sources include property taxes, a 1% Local Option Sales Tax (LOST), and a Special Purpose Local Option Sales Tax (SPLOST) for capital improvements. The combined sales tax rate is 7%—4% state and 3% local. The City of Douglasville holds an “AA” rating from S&P, while the separate Douglas County School District holds an “AA-” underlying rating, providing additional context for the area’s financial condition.

POSITION SUMMARY

This is high level administrative, technical, and professional work in directing and managing the administration of the county government. Major job responsibilities are to submit the annual budget to the Commission, to manage the daily operations of the county, and to oversee the financial activities of the county. This position works under the broad policy guidance of the County Commission Chairman.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree or higher from an accredited college or university in public administration, political science, business management, finance, urban planning, or closely related field.
- Seven to ten years' professional work experience as a municipal administrator is preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to answer questions and resolve problems usually associated with five to seven years' experience preferred.
- An equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position may be considered.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Managing and supervising all departments, agencies, and offices of the county to achieve goals within available resources.
- Providing leadership and direction in the development of short- and long-range plans.
- Providing professional advice to the Board of Commissioners and department heads; making presentations to councils, boards, commissions, civic groups, and the general public.
- Recommending appointments and removal of all department heads, officers, and employees of the county, except members of the Board of Commissioners, Clerk to the Board, and County Attorney.
- Attending all meetings of the Board of Commissioners at which attendance may be required by the Board.

- Making recommendations for measures before the Board of Commissioners as the manager/administrator may deem necessary and advisable.
- Conducting reviews of county departments to ensure service provision is efficient, effective, and productive
- Performing other duties as assigned.

ELIGIBILITY REQUIREMENTS

- Ability and willingness to drive a county vehicle.
- Must meet all eligibility requirements established by the Board of Commissioners.
- Must be willing to submit to random drug and alcohol screening as directed.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess and maintain a valid Driver's License (Class C) and satisfactory motor vehicle record (MVR) required.
- International City/County Management Association (ICMA) certification preferred or acquired.
- Certified Public Manager (CPM) certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of or ability to learn county and department operations, ordinances, policies, procedures, terminology, and/or materials as they relate to assignment.
- Knowledge of or ability to learn applicable local, state, and federal laws, rules, and regulations as they relate to assignment.
- Knowledge of business English, spelling, and grammar.
- Knowledge of basic business mathematics: addition, subtraction, multiplication, and division.
- Knowledge of mathematical computations: addition, subtraction, multiplication, and division using whole numbers, common fractions and decimals; compute rate, ratio, and percent; ability to perform specific computations that are applicable to the job.
- Knowledge of department training needs and appropriate methods of course preparation and delivery.
- Knowledge of Douglas County departments and their locations; understanding of their basic functions.
- Knowledge of or ability to learn the Douglas County geography.
- Knowledge of legal processes and terminology and medical terminology as required by assignment.
- Knowledge of local Board of Health regulations and requirements as they relate to assignment, facility, equipment, and vehicles.
- Knowledge of OSHA and other health and safety regulations, requirements and practices as they relate to assignment.
- Knowledge of program development and administration.
- Knowledge of public administration, supervisory, and management principles, practices, and procedures.
- Knowledge of municipal finance, human resources, public works, public safety and community development.
- Knowledge of governmental accounting theory, principles, and procedures.
- Knowledge of local government cash management practices.
- Knowledge of long-term debt policies, procedures, and instruments.
- Knowledge of budgetary, accounting, and reporting systems and requirements, including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge of modern office practices, methods, and equipment.
- Skill in analytical thinking; ability to apply a wide range of abstract and concrete concepts to problems and issues.
- Skill in coordinating and resolving daily operational and administrative problems and issues effectively with subordinate employees.
- Skill in creating, maintaining, and organizing accurate, detailed, and complete records.
- Skill in effective inter-personal and public relations and customer service; excellent oral and written communication skills to satisfactorily resolve conflicts and issues; to explain established policies and procedures to employees and the general public.
- Skill in exercising discretion in determining data classification and in referencing such analysis, to establish standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Skill in exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Skill in handling and operating all assigned equipment, tools, and/or vehicles in a safe and proficient manner.
- Skill in managing confrontational situations and stress and emotional issues related to clientele in a professional manner.
- Skill in performing tasks which require attention to detail and completing assigned jobs efficiently and correctly.
- Skill in planning, prioritizing, and organizing work; ability to handle multiple work assignments and deadlines efficiently, accurately, and professionally; skill in planning, prioritizing, organizing, reviewing, and evaluating the work of others.
- Skill in public speaking and public relations.
- Skill in recruitment, selection, training, and supervision of staff; leadership and motivation.
- Skill in the use of personal computers, MS Office Suite, databases, spreadsheets, and word processing; typing and entering data into a computer system accurately and efficiently.
- Skill in preparing and administering municipal budgets.
- Skill in planning, directing, and administering municipal programs.
- Skill in making administrative decisions that affect the county's operations and services.
- Ability to apply common sense to understand, follow, and complete verbal and written instructions.
- Ability to collect data, information, and trends.
- Ability to communicate and interact clearly and effectively with all those contacted in the course of work in a professional and courteous manner, both orally and in writing; establishing and maintaining effective, professional, and cordial working relationships.
- Ability to coordinate and administer department policies and programs in an effective manner.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to demonstrate compassion and respect in client interactions, with disabled individuals and others needing special assistance; ability to deal effectively with individuals from diverse backgrounds; ability to counsel, empathize, and communicate clearly.
- Ability to develop case plans and contracts with clients conducive to the county's needs.
- Ability to develop and recommend program and special event budgets to meet the requirements of the department.
- Ability to effectively brief supervisors.
- Ability to effectively monitor and control the facility operating and yearly budget.
- Ability to follow established safety rules and departmental policies and procedures.
- Ability to function in the capacity of Director for a major organizational unit requiring significant internal and external interaction.
- Ability to handle confidential information professionally and to exercise discretion in performing assigned job duties; inability to maintain confidentiality will be grounds for dismissal.
- Ability to make sound, independent decisions within policy guidelines by exercising good judgment and intelligent situation-assessment.
- Ability to provide leadership, instruction, and direction; ability to train, supervise, and motivate staff.
- Ability to read, analyze, interpret, and comprehend a variety of documents including, but not limited to, memos, instructions, correspondence, technical reports, legal documents, ordinances, governmental policies and procedures, design plans, budgets, diagrams, tables, evidentiary documents, and professional articles as they relate to assignment.
- Ability to reconcile data; make necessary additions, revisions, and updates.
- Ability to remain composed, professional, and pleasant in a stressful, fast-paced, high-volume environment; to effectively present information and respond to questions.
- Ability to research, analyze data, and compile information to create, implement and enforce clear and concise reports, records, correspondence, operating procedures, legal documents, business correspondence, policies, and other written material; ability to create clear, accurate, and effective, and persuasive presentations; ability to compose high-level correspondence.
- Ability to analyze and resolve routine, non-routine, and complex problems, evaluating alternative solutions and adopting effective course of action by applying or adapting established policies and procedures, and through negotiation and counseling.
- Ability to understand and follow oral and written instructions.
- Ability to utilize a variety of instructional tools and techniques such as lecture, hands-on applications, illustrations, role-playing, et cetera.
- Ability to utilize and adhere to a project plan.

- Ability and willingness to work with and assist others to complete assigned project.
- Ability to work in a team setting.
- Ability to work independently in the absence of specific instructions or direct supervision.

TOOLS AND EQUIPMENT USED

Assorted modern office equipment including, but not limited to:

- Personal computers
- Photocopiers
- Fax machines
- Calculators
- Telephones
- Scanners
- Automobiles

WORK SCHEDULE

- Emergency standby; the employee in this classification must provide emergency 24-hour on call coverage.
- Position may require evenings, weekends, and holidays during special projects or emergency situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move more than 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment.
- Work includes outdoor responsibilities and exposure to weather conditions.
- Work includes attending out-of-town events.
- Work is performed near moving mechanical parts; the employee is exposed to vibration.
- Work requires driving; operation of vehicle may be under potentially hazardous conditions involving road construction, inclement weather, traffic hazards, exposure to fumes and noise.
- The noise level is quiet to moderate but can become loud during periods of heavy activity.

The details listed above are intended only as illustrations of the various elements of this position and the work that may be performed. The omission of specific statements does not exclude them if their nature is similar, related, or a logical extension of the position.