

Inviting Applications for County Administrator



Sumter County, Georgia

About the County



Sumter County is located in the southwestern part of Georgia about 135 miles south of Atlanta and is known for its picturesque landscapes and friendly neighborhoods. The current population is approximately 29,616. The county seat is Americus, a charming city with a mix of historical architecture and modern amenities. Residents enjoy a high quality of life, with access to excellent healthcare facilities, educational institutions, and recreational activities. The county is home to beautiful parks, lakes, and outdoor spaces, providing a healthy and active lifestyle for its residents.



The current tax rate of 12.158 mills for unincorporated and incorporated areas. Sumter County has five incorporated cities: Americus (county seat), Andersonville, DeSoto, Leslie and Plains.



Sumter County offers a diverse economic landscape, with opportunities in agriculture, manufacturing, and services sectors. The presence of major industries provides a stable foundation for economic growth. Sumter remains a rural county where cotton remains the major crop with up to 35,000 acres under cultivation, followed by wheat, peanuts, and corn.

Sumter County boasts a strong educational system with quality public and private schools. There are 8 county public schools and one independent school. The South Georgia Technical College and Georgia Southwestern State University in Americus both offer higher education options to residents.



The community values cultural diversity, and there are opportunities to engage in local arts, music, and community events. With a rich history dating back to its founding in 1831, Sumter County preserves its heritage through historic landmarks and museums. The community takes pride in its history and is committed to preserving and celebrating its cultural roots.

About the Government

The Sumter County Board of County Commissioners is comprised of five part-time members who serve single member districts for four-year staggered terms. The Chairman and Vice Chairman of the Board are elected each year by the members.

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 and millage rate which funds the operations of the constitutional officers as well as the departments under the Board's jurisdiction.

The County operates under a County Administrator form of government. The Board appoints a County Administrator to supervise, direct, and oversee the day-to-day operations of the county government. County services are provided through nine (9) departments with 226 full-time employees and 36 part-time employees. The County has a total Operating General Fund Budget of \$29.1 million for FY24.

The Board is committed to infrastructure development, ensuring a well-connected and efficient transportation system. Ongoing projects and future plans reflect the county's dedication to sustainable growth and prosperity. By building community partnerships, the Board is committed to addressing issues such as workforce development, quality educational opportunities, public safety, economic development, and rural broadband infrastructure.



Challenges & Opportunities

The new County Administrator will be expected to work with the Board of Commissioners to provide leadership to the following challenges and opportunities.

The new Administrator will be expected to develop a collaborative working relationship with the Board of Commissioners (BOC) that is defined by transparency, continuous sharing of information concerning government operations, and regular interactions with Commissioners to gain timely understanding of specific district needs. The Administrator will be expected to provide the BOC with objective, well-researched, bold recommendations and detailed agenda items based upon proven local government best practices.

A focus on economic development must be a major component of the new Administrator's work plan. He/She will need to work proactively with the Sumter Economic Development Board, One Sumter Economic Development Foundation, River Valley Regional Commission, and state economic development agencies to promote quality job development.

Workforce housing that is affordable and meets the needs of economic growth must be addressed by the County. The Administrator will be expected to identify strategies and funding sources such as, CDBG and Community Home Improvement Program (CHIP), that will effectively meet these housing needs.

The new Administrator will be expected to provide guidance to several Human Resources issues to include: evaluating the need for a pay study to ensure that competitive, market-based salaries are being paid and that jobs are assigned to pay levels in a non-discriminatory manner; ensuring that the County is operating in full compliance with FLSA and other state & federal employment requirements; assessing skillsets of current employees to determine training needs to build a stronger workforce and hold staff accountable for job performance; reviewing disciplinary policies/practices to ensure that progressive discipline actions are being applied impartially and uniformly; and developing a workforce succession plan to ensure continuity of service delivery as employees retire.

The Finance Director position has not been filled on a permanent basis in over six months. As a new Director is selected, the new Administrator will need to ensure that this function is managed professionally and that the County has a transparent and effective budget process that properly manages expenditures and identifies all revenues resources available to meet those expense needs.

The County needs to strengthen its partnership with area municipalities, school boards, non-profit service groups, and the business community. The Administrator will be expected to create positive, trust-based working relationships with these groups to help address growth needs and maintain a shared vision for the community.

The new Administrator must be proactively engaged in project management to ensure SPLOST, TSPLOST, and other capital projects stay on schedule and within budget; workable long-term plans are developed for funding and maintaining of infrastructure needs such as roads, bridges and County building/structures; and appropriate funding sources for future capitals projects are identified.

The current process and structure for providing EMS and 911 dispatch services to the community will need to be assessed to determine if significant changes need to be made based upon best practices in other communities.

About the Position

The position is specifically responsible for directing and supervising the administration of all county departments. Specific duties and responsibilities of the position include:

- Oversee and directs the daily operations of the county government including directing and supervising the administration of all departments, offices and agencies of the county.
- Responsible for the hiring, firing, suspension, and discipline of all county employees including department directors. Makes hiring decisions and evaluates department heads that report directly to the County Administrator.
- Provides oversight and ensures that county ordinances, laws, regulations and policies are properly developed, executed and enforced.
- Attends Board of Commissioners meetings, coordinating agenda items, presenting details, making recommendations and ensuring that the Board has appropriate information to make decisions.
- Responsible for planning and overseeing the preparation, implementation and presentation of the annual budgets (Capital and Operating); works with department heads and the Finance Department to ensure budget is prepared in accordance with policy/county ordinance; confers with the Tax Commissioner on revenue projections, tax sales, and other matters impacting operations.
- Oversees the annual financial audit; provides guidance on particular emphasis and additional questions to audit team; communicates to auditors any special focus needs or concerns.
- Responsible for coordinating with the County Attorney and making decisions on litigation and other legal matters of significance for the county.
- Develops Special Local Option Sales Tax (SPLOST) projects; recommends projects to the Board of Commissioners; represents the Board at negotiations with municipalities. Provides oversight of economic development activities with the Board.
- Responsible for overseeing the coordination of work with Georgia Department of Community Affairs to develop and implement the comprehensive plan.
- Serves as the county's legislative coordinator; monitors legislation and potential legislation that would impact the county; informs Commissioners of legislation and coordinates their response.
- Represents the county government and the Board of Commissioners at meetings and events in the community and maintains a working relationship with the media and other outside agencies. Coordinates with the County EMA Director during storms and incidents.

The Ideal Candidate

The ideal candidate for the County Manager position should be a visionary leader who is well-organized, gives attention to detail, and demonstrates the ability to implement effective management and leadership principles. The ideal candidate should demonstrate strong leadership and problem-solving skills and experience in project management, financial management, community development, and motivating employees to deliver quality customer service.

The successful candidate should demonstrate moral and ethical character, and have the ability to build consensus by developing partnerships with community stakeholders, economic development officials, and other government entities.

The ideal candidate will be an excellent communicator who values transparency of government operations, provides ongoing information to all citizens concerning delivery of services, ensures that ordinances are uniformly enforced in the community, and is willing to make bold recommendations to the BOC which sometimes may be challenging and unpopular.



MINIMUM QUALIFICATIONS

- Bachelor's degree from a four-year college or university with a major in Public Administration, Business Administration, Planning, Economic Development or related field; Master's degree preferred;
- Six years of progressively responsible management experience is required; experience directing a large department, overseeing multiple departments, or managing county-wide projects is highly desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- Local government management experience as a seasoned county/city manager or assistant in a similar-sized community and complexity as Sumter will be a significant advantage for a candidate seeking this position.
- Evidence of continued professional development such as ICMA Credentialed Manager designation is a positive indicator of dedication to the profession and will be noted during the vetting process.

Compensation & Benefits

Compensation & Benefits:

Sumter County is offering a competitive starting salary of \$140,000 - \$160,000 based on qualifications of the candidate. In addition to a competitive salary, they offer a comprehensive benefits package, including health, dental, vision insurance, flexible spending and wellness benefits. The county offers a retirement plan with ACCG and a 401a and 457 with county matching contributions. In addition, the incumbent will accrue PTO on a monthly basis and car allowance. Relocation expenses are negotiable.

How to Apply:

Interested candidates must submit by email a cover letter, resume, at least five job related references (with email and phone numbers), as well as salary history **no later than close of business on June 7, 2024** to Lisa Ward, Senior Associate lisaward912@gmail.com Please contact Lisa Ward with any questions at 706-983-9326.

W. Alan Reddish, Senior Associate
107 Indigo Lane
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Cell: 706-614-4961



Sumter County is an Equal Opportunity Employer. Minority and Female Candidates are Encouraged to Apply.