



Stephens County Board of Commissioners

P.O. Box 386
Toccoa, Georgia 30577
(706) 886-9491
Fax (706) 886-2185

James Addison, Chairman
Dennis Bell, Vice-Chairman
Michelle Ivester, Commissioner
Dean Scarborough, Commissioner
Debbie Whitlock, Commissioner

Phyllis Ayers, County Administrator
Beth Rider, County Clerk
Brian Ranck, County Attorney

COUNTY ADMINISTRATOR - STEPHENS COUNTY

Stephens County, Georgia is seeking candidates for the position of County Administrator. This position is responsible for overseeing the day to day operations of the county.

Stephens County has a population of approximately 25,934 with 200 employees and a \$31 million government wide budget and operates under the direction of a five person Board of Commissioners. Applicants must be familiar with all phases of county government including the preparation of an annual budget, strong governmental operational skills with emphasis on leadership and communication.

The person in this position will plan, direct, and administer operations, programs, activities, and the staff of Stephens County Government; provide leadership and direction to the organization, interpret County goals and policies under the direction of the Board of Commissioners.

Requirements are a Bachelor's Degree in Public Administration, Business Administration, or Urban/Regional Planning with a Master's level course work in the field; Master's Degree strongly preferred; supplemented by six (6) years' experience and/or training that includes progressively responsible local government management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.

Salary range is commensurate with qualifications and experience.

Submit resume to Stephens County Board of Commissioners, Attn: Tori Williams, Human Resource Department, at P.O. Box 386, Toccoa, Georgia 30577.

Applications are available on line at: <https://stephenscountyga.gov/human-resources/>

Applications may be submitted on line at:

<https://broker.edmundsassoc.com/ESS/?municipalId=STEPGA#LOGIN>

Final date for submission of resume will be Friday August 5th, 2022 Stephens County is an Equal Opportunity Employer and a Drug Free Workplace.