



# **Recruiting for Assistant County Administrator**



**Liberty County, Georgia**

# About the Community

Liberty County, located in Southeast Georgia 40 miles from Savannah, was founded February 5, 1777 and named for the American ideal of liberty. As of the 2010 census, the county population was 63,453. Hinesville is the largest municipality in the county and serves as the county seat with a population of approximately 34,000.



The county has a total area of 603 square miles of which 490 square miles is land and 113 square miles is water. The county has a very diverse population: Black Non-Hispanic (40.5%), White Non-Hispanic (39.8%), Hispanic or Latino (12.3%), two or more races (5.3%), Asian (1.4%).

Liberty County is home to Fort Stewart which is the largest Army installation east of the Mississippi covering 280,000 acres. Fort Stewart supports the 3rd Infantry Division (Mechanized) that is part of the XVIII Airborne Corps, one of the nation's premier units for dealing with world-wide military contingencies. Fort Stewart and Hunter Army Airfield serve about 21,000 Soldiers, 29,500 family members, over 3,500 civilians, and National Guard Soldiers making for a small but active city. There are about 18,200 retirees in a 50-mile radius of the installation.

The County has a mild climate that allows for year-round family-oriented events supported by the Liberty County Recreation Department and hosted by various organizations. As a coastal county, direct water access is available to support sport fishing and leisure activities. Direct beach access is a short drive away in Savannah and Brunswick. The County is home to several historic sites and hosts numerous cultural events.

Several annual community events help define the community quality of life offered such as the annual Blues, Brew, and BBQ event hosted by the Area Arts Council and the annual placing of wreaths on Warriors Walk dedicated to the soldiers of the 3rd Infantry Division. Over the years many brave soldiers have marched on this Fort Stewart field prior to going to battle and have been welcomed back when they returned home from battle.



# About the Government

Liberty County operates as a commission/administrator form of government with a Board of seven Commissioners who serve staggered terms. Six are elected by district and the Chairman is elected at large. The County Administrator is appointed by the Board and is responsible for the day-to-day operations of the County. Liberty County has a history of stable local



governance and being supportive of professional management as demonstrated by the fact that the current County Administrator has served 27 years. The Assistant County Administrator is appointed by the County Administrator and assists the Administrator with the daily operations of the county departments and other government functions, including interacting with and supporting the operations of the elected Constitutional Officers.

Liberty County employs 370 full-time and 100 part-time employees assigned to 40 departments providing services the community. The largest of these departments are the Public Works Department and the Sheriff's Office. The current General Fund budget totals approximately \$33 million dollars. The County also has two Enterprise Funds (Solid Waste and Rural Water), 15 Special Revenue Funds, four Capital Funds and a Special Purpose Local Tax (SPLOST) fund totaling \$54 million.



The Liberty County School System is a progressive Pre-K through 12th grade school system that consists of seven elementary schools, three middle schools, two high schools, one charter College and Career Academy, and one Pre-K program. Faculty and staff serve approximately 10,000 students. The system prides itself on college preparation through extensive use of dual enrollment opportunities.

# About the Position

The Assistant County Administrator is responsible for assisting the Administrator in managing the operations of the county government and for oversight of several departments, as assigned by the County Administrator, including functions such as: Human Resources, Animal Control, Mosquito Control, Public Works and Building Maintenance. The position reports to the County Administrator and completes special projects as assigned. Other duties and responsibilities of the position include:



- Oversight of Human Resources functions including county compensation plan, job descriptions, performance evaluation system, Family and Medical Leave applications, and Workers' compensation program.

- Oversight, guidance, and recommendations for administrative and technical aspects of the personnel administration system.

- Assists the County Administrator ensuring that polices, directives, and ordinances enacted by the Commission are faithfully executed.

- Assists with planning, organizing, and management of the annual operating and capital budget programs in conjunction with Department Heads and Finance staff. Reviews financial and programmatic aspects of the budget as needed.

- Provides general supervision of the sales of county surplus property, on an annual basis.

- Oversees programs for Liberty County such as: Young Community Leaders and Summer Youth Interns, US Census, E-Verify, surplus property sales, and Summer Foods.

- Attends meetings of the Commission; and takes part in the discussion of all matters coming before the Commission as directed by the Administrator.

- Assists with the development, approval and implementation of Annual County and Departmental goals and objectives.

- Conducts contract reviews, preparation of RFP's and oversees awards of contracts for various projects and major purchases.



# Challenges & Opportunities

The new Assistant County Administrator will be expected to participate and provide significant Leadership to the following challenges and opportunities of the position:

- Liberty County's current and future workforce needs to be evaluated to ensure appropriate skill sets are in place, succession planning is responsive to increased employee retirements, and recruitment efforts are attracting a quality workforce.
- Strategies for maintaining a competitive pay plan regarding employee benefits to ensure that cost effective benefit packages are financially sustainable for the future need to be developed.
- Professional development programs need to be developed to mentor and train employees for long-term success as a member of the Liberty County workforce.
- The county is in the process of expanding emergency service functions through establishment of paid fire personnel positions. The assistant will help develop strategies and resources to accomplish this task.
- The Assistant Administrator will be tasked with coordinating Liberty County's efforts to ensure the 2020 census accurately identifies the county's population.
- Liberty County recently created a Young Community Leaders Commission which supports the Summer Youth Employment Program among with other youth development efforts. The Assistant Administrator will be expected to further develop the program and provide leadership to community volunteers who support the programs.
- The current \$54million SPLOST program has several major construction projects that the Assistant, under the direction of the County Administrator, will be tasked with monitoring project progress and compliance with contract provisions.



# About the Ideal Candidate

Liberty County seeks an ethical, management-experienced Assistant County Administrator who is a dedicated team player and can quickly gain the confidence of the county organization and community.

The Assistant County Administrator must possess the ability to build community trust through transparency of operations and development of partnerships. The ideal candidate will demonstrate the ability to embrace and promote change; assist the Administrator and Commission through challenges that may arise; focus on details, seek partnership opportunities and demonstrate professionalism in all aspects of government operations.

Must be forward thinking, focused on best practices and bring new ideas and programs to the County.

The successful candidate will be expected to support the county's vision of excellence, establish credibility and consistency in delivery of services, motivate others, as well as provide creative problem solving in response to issues. Exceptional interpersonal skills that treat all persons with dignity and respect while motivating staff without being overly authoritative is mandatory.

## **Candidate Qualifications:**

- ◆ Bachelor's degree required in public administration, finance, business administration/management, planning, human resources or related degree from an accredited university; Master's degree desired;
- ◆ A minimum of four (4) years of department director/management level experience in local governments of similar size and complexity to Liberty County or in a Department Director role in the private sector, is expected.
- ◆ Previous experience as a City/County Assistant Manager/Administrator is desirable.
- ◆ Evidence of continued professional development such as Credentialed Manager designation, Human Resources or Planning Certification, are positive indicators of dedication to the profession and will be noted during the candidate vetting process.
- ◆ Must possess a valid Georgia driver's license or have the ability to obtain upon selection.



# Compensation & Benefits



Salary for this position DOQ (depending on qualifications) of the selected candidate. The starting salary is expected to be in the range of \$83,000 - \$100,000 with a comprehensive benefits package including:

- Health, Dental and Vision insurance
- Retirement plan
- Life insurance
- Paid time off
- Employee Wellness Program Offerings
- Negotiable relocation expenses

## How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history not later than **January 13, 2020 to: Lisa Ward, Senior Vice President, The Mercer Group, Inc., at lisaward912@gmail.com.** Any questions please call 706-983-9326. Interviews are expected to be conducted during the week of February 10, 2020.



**The Mercer Group, Inc.**

Consultants to Management

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