

# **JOB ANNOUNCEMENT**

## **Cook County Commissioners**

### **County Manager Position**

The Cook County Board of Commissioners is currently accepting applications for the newly created position of **County Manager**. The incumbent in this position serves as the Chief Administrative Officer of the County Government. The position reports to and serves at the pleasure of the Cook County Board of Commissioners.

This position is responsible for management of all local government operations and personnel, strategic planning, projects, budgets, planning and directing of County activities while ensuring that all legislation, programs, regulations, or plans promulgated and required by the state or federal Government are duly carried out, and complied with, in accordance with county ordinance and law.

#### **DESIRABLE TRAINING AND EXPERIENCE**

A Bachelor's degree in public/business administration, planning, finance, engineering, construction management, or related field, and a minimum of 10+ years' progressively responsible experience in local government are required; a Master's degree is preferred. An equivalent combination of a degree and experience may substitute for some of the minimum years' experience requirement.

Excellent oral and written communication and organization skills are necessary. Experience in the use of various accounting, database and word processing computer programs and financial management systems are desired. Local government experience and a valid driver's license are also required.

#### **COMPENSATION**

Cook County is prepared to offer a competitive salary that is expected to exceed \$100,000 annually, depending on the selected candidate's qualifications and experience. The County also offers a wide range of benefits including, but not limited to, access to insurance, paid time off, holiday pay, and retirement.

#### **HOW TO APPLY**

Qualified professionals may apply by downloading an application at <https://cookcountygga.us/for-your-information/employment-opportunities/> . The completed application and a current resume should then be forwarded to [scott@excellenceexceeded.com](mailto:scott@excellenceexceeded.com) .

This position is open until filled with the first review of candidates taking place on Wednesday, March 15, 2023.

Cook County, Georgia is an Equal Opportunity Employer (EOE)