

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the county government. Successful performance contributes to the efficiency and effectiveness of county operations.

## CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, vendors, financial advisors, state auditors, media representatives, business owners, bankers, developers, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all department heads.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field; master's degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the county government in order to direct and coordinate work within the county, usually interpreted to require five to eight years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.