

Heather Scott
County Administrator

Jayne Crosby
County Clerk

Hall Booth Smith P.C.
County Attorney



Hank Hobbs
Chairman
Vann Wooten
Vice Chairman
James Benjamin
Ricky Crosby
James Emory Tate

Jeff Davis County Board of Commissioners

14 Jeff Davis St, STE 101 | P.O. Box 609 | Hazlehurst, GA 31539 | (912) 375-6611

Title: County Administrator

Department: Jeff Davis County Board of Commissioners

Starting Pay: Jeff Davis County is prepared to offer a competitive salary, 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

Job Status: Full Time

Summary: 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 Jeff Davis 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.

The duties of the County Administrator are as follows, but not limited too.

- Supervising the conduct of county employees
- Administering county laws, ordinances, and resolutions
- Exercising control over county departments and agencies
- Preparing and managing annual budget
- Informing the governing authority about the financial conditions and needs of the county and maintaining accurate records reflecting its financial affairs, properties, and insuring county road contracts are maintained
- Examining the accounts and records of county departments
- Supervising the performance of contracts
- Regulating purchases of county supplies and materials
- Performing all other duties delegated by the governing authority

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QUALIFICATIONS AND EDUCATION REQUIREMENTS

Duties and responsibilities include directing and coordinating administration of county government in accordance with policies formulated by a five (5) member County Commission. Candidates should have a bachelor's degree in a related field supplemented by previous experience in local government or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities to perform the job.

Applications can be submitted by:

Email: hannah.day@jeffdaviscountyga.gov

or

Mail: Jeff Davis County Board of Commissioners
Attn: Hannah Day
P.O. Box 609
Hazlehurst, GA 31539

If you have any questions or concerns, please contact Hannah Day at 912.375.6611.

Deadline to Submit Applications: July 19, 2024

Jeff Davis County is an Equal Opportunity Employer