



PUTNAM COUNTY BOARD OF COMMISSIONERS
108 South Madison Avenue, Suite 300
Eatonton, Georgia 31024
706 – 485 – 5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners seeks a County Manager with strong decision making skills who is results-oriented and energetic with the necessary negotiation skills and diplomacy to assist in maintaining a high quality of life for the community's residents.

Typical responsibilities of the County Manager include but are not limited to; preparation, development, administration and presentation of the annual budget, providing leadership, direction and the development of short and long range capital improvement plans and projects, personnel, purchasing, public works, policy development and implementation, the overall management of county government including the direction and supervision of county department heads, and other administrative functions as outlined in Section 2-36.1 and 2-36.2 of the Putnam County Code of Ordinances.

The candidates should have a Bachelor's Degree in public administration, business administration or a closely related field; a master's degree in a related field is desired, with a minimum of ten years progressively increasing executive responsibility in a county/city administrative/management role, or equivalent experience in a public/private institution. Only those candidates with the highest level of professional conduct, honesty and integrity, including demonstrated communication and interpersonal skills, will be considered for the interview process.

Final candidates will be required to pass pre-employment and/or post offer tests, as may be required by federal or state laws, which may include criminal and/or financial background search.

As provided by the provisions of O.C.G.A. § 50-14-1 only the names of finalists for the position will be released for public information. An applicant will be advised if he or she is selected as a final candidate and may decline to be considered further for the position. In such event his or her name will not be released for public information.

Salary and benefits are negotiable depending on qualifications. Send resume, including references, to cmrecruit@co-infra-services.com. **The resume/reference submittal shall not exceed fifteen (15) pages.** Mailed/faxed resumes/references will not be accepted. Interested candidates are strongly encouraged to review the "County Manager Recruitment Profile" document for additional details and information on the resume/reference submittal process, the position and related matters. This document is available upon request at cmrecruit@co-infra-services.com or it can be found on the Putnam County, Georgia website (www.putnamcountyga.us) commencing on October 15th, 2009. The **Deadline for email submittal of documents is 5:00 PM, November 11th, 2009.** Putnam County is an Equal Opportunity Employer.

10/22/09 & 10/29/09

PO #99667