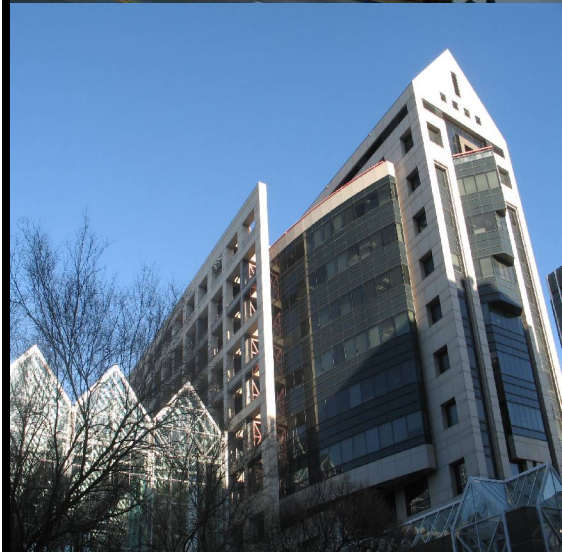


Fulton County, Georgia



Seeks Committed and Proven Professionals for
the position of:

Director of General Services and Public Works





ABOUT FULTON COUNTY

Fulton County lies in north-central Georgia in the foothills of the Appalachian mountains. The warm southern climate produces plentiful hardwood and pine forests, making the area a beautiful place to live.

With more than 1 million residents and a General Fund budget of \$634 million, the County provides a full range of services that includes Fire, Police, Courts and Justice System, Health and Human Services, and General Services and Public Works.

The County is prosperous and growing and continues to attract new residents and businesses to a high-quality and diverse community.

The County encompasses 528.7 square miles and stretches over 70 miles from one end to the other. North Fulton includes the cities of Sandy Springs, Alpharetta, Roswell, and Mountain Park. South Fulton includes the suburban cities of College Park, East Point, Fairburn, Hapeville, Palmetto and Union City. The City of Atlanta lies between them.

Fulton County was formed from DeKalb County in 1853, and then consolidated with Milton and Campbell Counties in 1932. That's why it has such an unusual, elongated shape.

The twentieth century saw Atlanta, and by extension Fulton County, become the leading distribution center for goods and services in the southeastern United States.

It is also a major financial and telecommunications hub. Several prominent corporations, such as AT&T, Coca-Cola, UPS, CNN, Home Depot and Delta Airlines call Fulton County home. Atlanta gained international attention when it hosted the 1996 Olympic Games.



COUNTY GOVERNMENT

Fulton County is governed by a 7-member Board of Commissioners.

Five commissioners are elected by geographic district and two are elected Countywide, including the chair.



Members are part-time and serve concurrent four-year terms.

Responsibilities of the Board of Commissioners include:

- establishing policies for the health and welfare of County residents
- adopting an annual budget for County government operations
- authorizing bond referenda and
- enacting plans for County growth and development.

Fulton County Government is administered by the County Manager. The County Manager implements the Board's policies, prepares the annual budget for the Board's approval, appoints department heads, and supervises the County's more than 6,000 employees.

The County Manager supervises the executive branch of Fulton County Government which includes departments concerned with such vital areas as roads and utilities, public safety, courts, social services, health, planning, business development, and zoning.

Fulton County Job Description

JOB SUMMARY: Performs duties related to developing and implementing strategic goals and objectives involved in overseeing the functions and operations of the General Services and Public Works Departments. Responsibilities include managing assigned staff; directing activities related to grounds and building maintenance; building engineering; land acquisition; capital construction development; design, construction, and renovation of County governmental facilities; and supply, maintenance, and transportation services; and developing short- and long-range public works programs.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

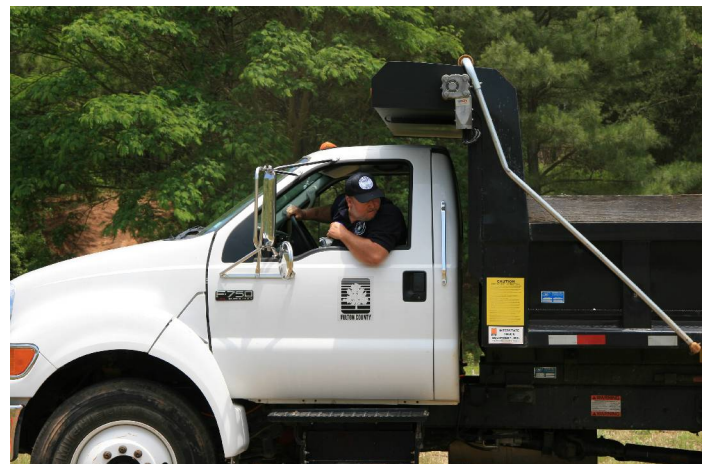
- Directs the functions and overall operations of the Public Works and General Services Departments, including public works programs; grounds and building maintenance; building engineering; land acquisition; capital construction development; design, construction, and renovation of County governmental facilities; and supply, maintenance, and transportation services.
- Manages assigned staff, including establishing workloads; prioritizing work assignments; evaluating employee performance; developing, interpreting, and enforcing policies and procedures; resolving staff issues; making hiring or termination decisions/recommendations; and administering disciplinary action as required.
- Prepares short- and long-range plans for assigned department, including plans related to capital improvements and maintenance.
- Collaborates with the County Manager and Board of Commissioners to develop short- and long-range public works programs.
- Administers various departmental programs, including Water and Pollution Control, Solid Waste, Engineering, Transportation, and Construction.
- Attends various meetings to address concerns regarding capital construction projects.
- Directs efforts in responding to emergency situations, such as ice storms, power outages, and bomb threats.
- Directs and administers preparation of the departmental budget, including monitoring expenditures, preparing budgetary forecasts, and administering approved budget.
- Administers the overall design and development of plans, specifications, and programs for the cost-effective and energy-efficient construction and renovation of County facilities.
- Oversees the negotiation of contracts with vendors for equipment, parts, and services.
- Directs the development of programs related to automotive equipment, including preventative equipment maintenance and fleet management.
- Ensures that County-owned fixed assets are adequately protected and inventoried.
- Oversees all County transportation services, including the operation of the Fulton County Airport facility.
- Directs the acquisition of all County real estate, including condemnations, levies, and title searches for acquisitions and administers lease negotiations for satellite offices to meet County space needs.
- Administers program and construction management activities related to the County's Capital Improvement Program (CIP).

EXPERIENCE AND TRAINING: (position requirements at entry):

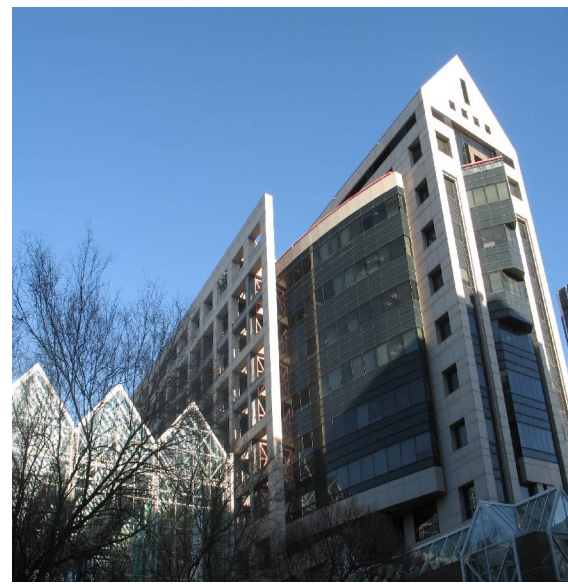
Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration; public works management; architecture; mechanical, electrical, or civil engineering; construction management; or a related field (*Master's degree in any of the above disciplines or a related field is preferred*); and ten (10) years progressively responsible experience in overseeing large-scale programs related to building/facilities maintenance and operations, project and construction management, vehicle fleet management and maintenance, fixed asset management, and/or warehouse management, and experience overseeing public works programs (including transportation engineering

design/construction, construction and maintenance activities related to roads and bridges, water and wastewater systems, and/or transportation planning and operations); plus seven (7) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

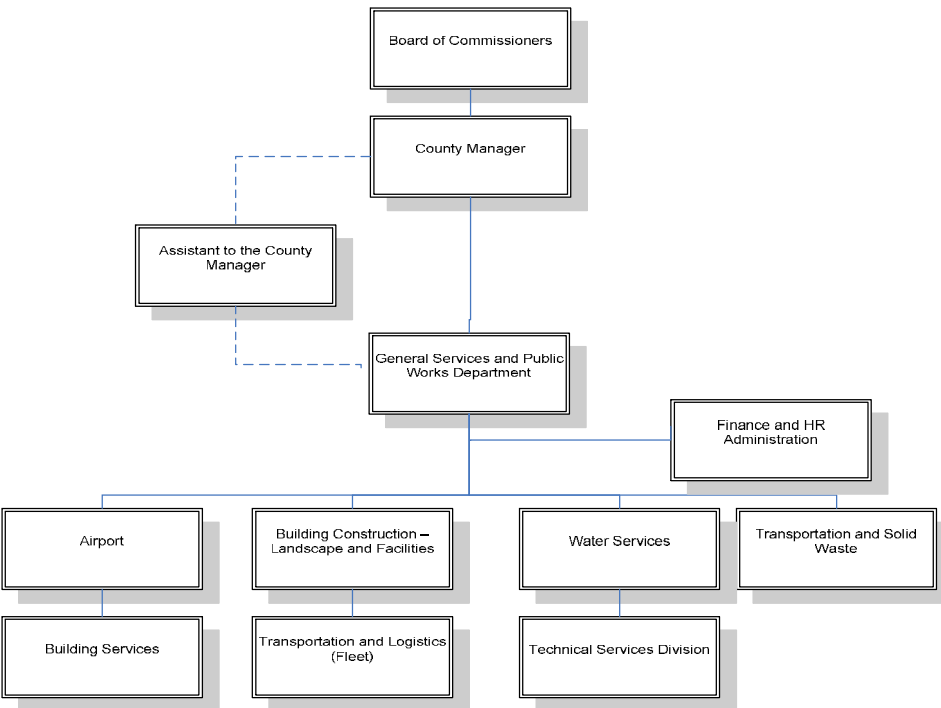
Professional Engineer (P.E.) designation with ability to attain Georgia PE is preferred.



ORGANIZATIONAL STRUCTURE



Fulton County Courthouse



ISSUES, PROBLEMS AND OPPORTUNITIUNITIES

- Direct large, multi-faceted organization with various components requiring significant management skills. New director needs to be decisive, strong, analytical, responsive and process oriented.
- Oversee unification of General Services and Public Works Departments, which are currently two distinct operations.
- Ability to improve morale of department and repair reputation of department within organization.
- Provide new focus to customer service related issues—understand who customers are.
- Ability to deal with staff turnover.
- Improve maintenance of physical properties. Establish preventative maintenance program. Be proactive in approach to user departments.
- Ability to oversee large capital projects. Pending projects include \$54M jail and \$235M library bond.

TO APPLY

Please send cover letter and current resume with salary history to:

Sam Trager, Managing Consultant
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail: slavin@bellsouth.net
www.slavinweb.com

Compensation: The salary range is \$105,576 to \$171,033 and the County offers an excellent benefits package. The position is considered open until filled.

Note: Under Georgia Open Records Laws, all resumes for this recruitment are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.

