



Slavin Management Consultants

GLYNN COUNTY, GEORGIA

Seeks qualified candidates for the position of:

COUNTY ADMINISTRATOR

ABOUT GLYNN COUNTY, GEORGIA

Nestled on the Georgia coast, midway between Savannah and Jacksonville, lies Glynn County with the mainland city Brunswick and four barrier islands: St. Simons Island, Sea Island, Little St. Simons Island and Jekyll Island. Spanish explorers came to the area more than 400 years ago, seeking gold. Instead they found astonishing beauty, mild weather and a natural radiance that inspires the name, The Golden Isles. Huge expanses of marshland, punctuated by small islands known as hammocks, define the landscape and create the appearance of continuous land between the mainland the barrier islands.

Brunswick's streets and squares are laid out in a formal grid, similar to Savannah and other colonial cities, and continue to bear their colonial names. Old Town, a National Register District, is filled with majestic homes noted for their turn-of-the-century elegance and eclectic mix of styles.



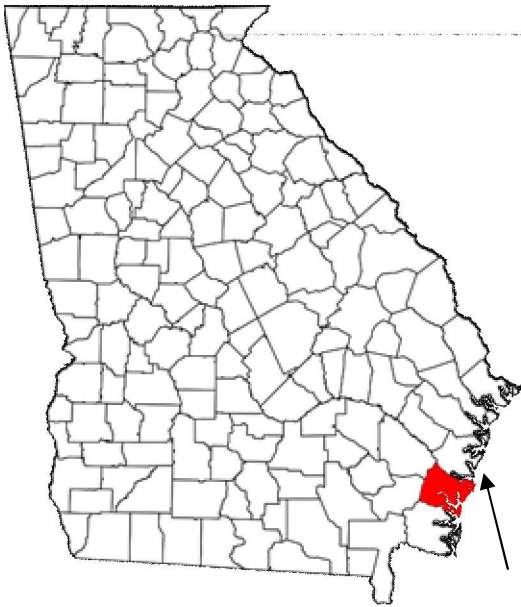
Brunswick's downtown is filled with interesting antique shops and a growing number of specialty shops and art galleries. At Mary Ross Park on the waterfront, you'll see fleets of shrimp boats that work the local waters and contribute to the area's rich seafood industry.

St. Simons Island, the largest of the Golden Isles, offers a charming selection of shops and restaurants that range from fine dining establishments to casual outdoor eateries. Young visitors will especially enjoy Neptune Park with its mini-golf course, playground and the fishing pier. They may even see a shark or some other sea creature landed by one of the local anglers.

Sea Island is home to The Cloister, a world-class resort renowned for its luxury and gracious service. Top-notch amenities include a full-service spa, golf, tennis, Shooting School, horseback riding, kids programs, a private beach, fishing, waterway excursions and more. Special theme weekends throughout the year are devoted to ballroom dancing, bridge and fine wines.

Jekyll Island, the southernmost of the Golden Isles, was once an exclusive winter retreat for some of America's wealthiest families. The Jekyll Island Club created a complex that included a grand clubhouse (now the Jekyll Island Club Hotel), a collection of "cottages" and a variety of support structures. Now a National Historic Landmark, the Historic District is open to the public.

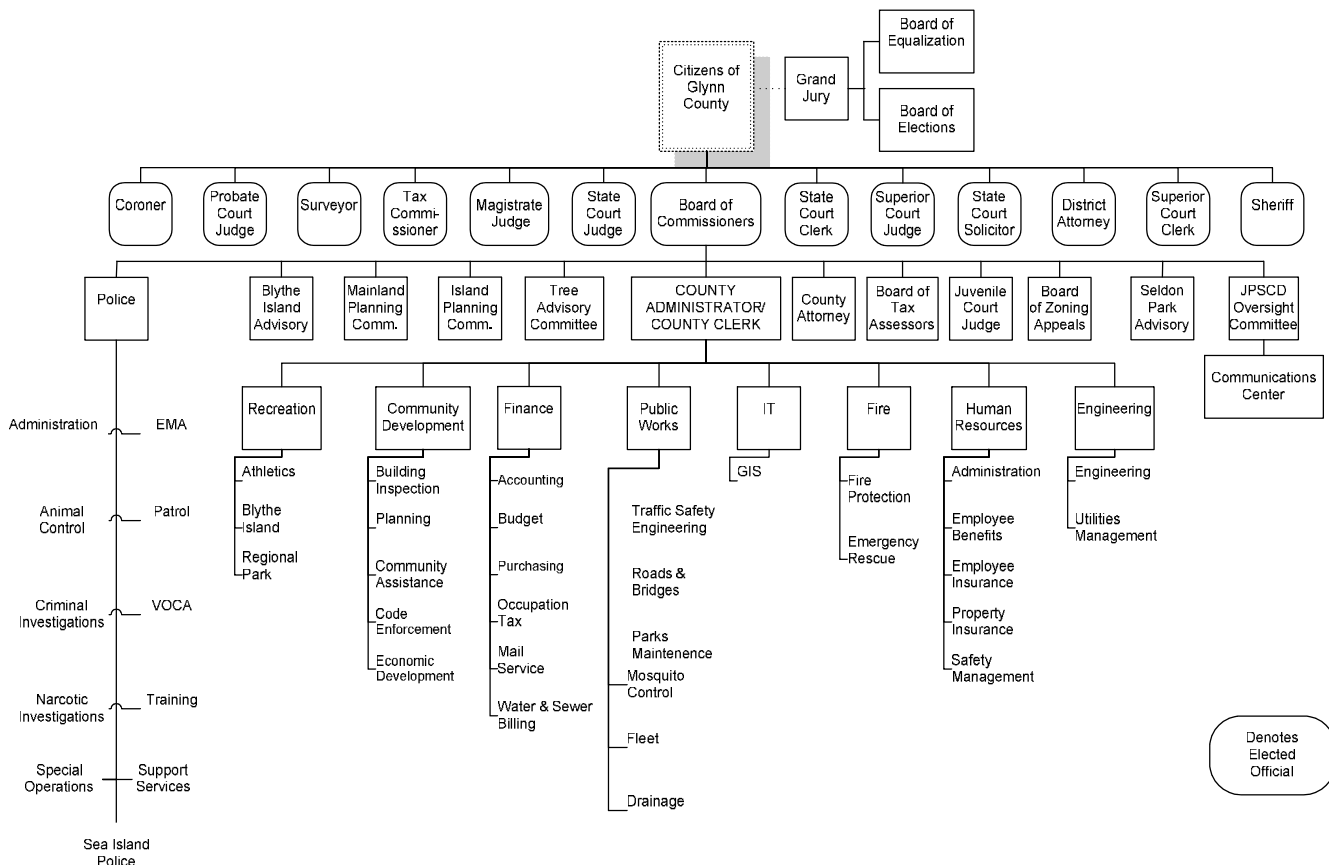
ABOUT THE GOVERNMENT



Glynn County

Glynn County operates under the Commissioner-Administrator form of government. Policymaking and legislative authority are vested in the Board of Commissioners (Board) which consists of a chairman and six members. The Board is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the government's administrator, attorney, and police chief. Commissioners serve four-year staggered terms, with elections held every two years. Five of the commissioners are elected by district and two are elected at large. The Chair is selected annually by the Board. The County Administrator is responsible for administering policies and ordinances adopted by the Board, for overseeing the day-to-day operations of the government and for appointing and evaluating the directors of the various departments. Glynn County provides a full range of services including some more typically provided by cities. Glynn County services include public safety (police, fire protection and emergency rescue, emergency management, animal control, and jail operation); the construction and maintenance of highways, streets and infrastructure; zoning and code enforcement; court-related functions; water and sewer services; recreational activities and cultural events; tax appraisal and administration; solid waste collection; general administrative services; and outside agency support. The County's FY 2010 all-funds budget is \$97,300,900 (General Fund \$56,114, 583). The County employs 819 FTE's. Visit Glynn County on the web at www.glynncounty.org.

GLYNN COUNTY ORGANIZATIONAL CHART





ISSUES AND OPPORTUNITIES

- Glynn County covers 457 square miles and has approximately 76,000 residents. The County provides both county and municipal services to all parts of the County except for the City of Brunswick which covers 25.2 square miles and provides municipal services to its approximately 16,235 residents.
- The County needs to take full advantage of its Golden Isles tourism potential.
- There is a major controversy over whether to expand the County jail on its existing site or to build a new jail on a new site. The Board is severely divided on this issue.
- Preparation for and infrastructure financing to meet population growth projections from 76,000 today to about 99,000 by 2020.
- The County has in place a ongoing multi-year capital program for streets and roads.
- There are pockets of the County with significant drainage problems and other infrastructure maintenance and repair issues. Some of these are just now being addressed and others still need to be addressed.
- Several Commissioners expressed concern about pockets of low employee morale and poor customer service from some units of government.
- Although financially sound, the County will need to adjust expenditures to accommodate impending sales and property tax reductions for FY 2011 and beyond
- At least three of the seven County Commission seats will change effective January 1, 2011.

ABOUT THE COUNTY ADMINISTRATOR

The Glynn County Administrator is the highest ranking and most responsible County employee. The Administrator's function is to manage and coordinate the operations and activities of Glynn County and carry out the policies established by the County Commission. The County Administrator's responsibilities include:

- Appointment, management, supervision, evaluation and, when required, the disciplining and/or removal of assigned staff.
- Coordination of daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Carries out the policies adopted by the County Commission; facilitates the flow and understanding of ideas and information between and among the County Commission, employees and citizens.
- Prescribes and implements standards of administrative, management and operating practices and procedures to be followed and adhered to by all departments, offices and agencies which are subject to the Administrator's supervision and jurisdiction.
- Consults with department directors, elected, appointed and other officials to review operations and activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares and presents briefings and concepts.
- Prepares a comprehensive annual budget and capital improvement program for approval by the County Commission; keeps County Commission fully advised as to the financial condition and needs of the County at all times.
- Develops and implements long and short-term plans, goals, and objectives for the County and/or individual County departments; develops performance measurement systems for County services; evaluates efficiency and effectiveness of County/department operations, methods, procedures, and use of resources; recommends and/or imple-

(Continued on page 4)

(Continued from page 3)

ments improvements as needed.

- Responds to complaints and questions related to County or department operations, activities, or other issues; provides information, researches problems, and initiates problem resolution.
- Coordinates projects and work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.
- Communicates with County officials, other departments, employees, local/state agencies, contractors, consultants, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.

To be successful in this position, the County Administrator must be:

- Articulate with excellent written and verbal skills and a proven ability to earn trust and develop collaborative relationships with the Board of County Commissioners, staff, key community leaders and other governmental agencies.
- Open and transparent in sharing information and keeping the County Commission and all of its members fully informed and up-to-date on critical information and current developments in an evenhanded and timely manner.
- Treat all Commission members equally, be nonpolitical, not play favorites and be loyal to each Commissioner.
- Willing to speak his or her mind even on unpopular issues and topics.
- Friendly, but a strong, decisive and results driven leader who holds staff accountable to perform at a high level and has the courage to make staff changes when needed.
- A team builder with the proven ability to recruit and retain good department heads.
- A self-starter with a strong work ethic who leads by example.
- Committed to providing quality customer service.
- Able to manage difficult (even crisis) situations and difficult people to a positive outcome.
- Committed to a County workforce which reflects the diversity in the County.
- Proactive and energetic with the demonstrated ability to make positive change happen.
- A strategic thinker and visionary who sees (and makes) opportunities.
- Analytical; will continually evaluate and improve services, procedures and rules.
- An adept listener who assembles facts before taking action and is careful to not "rush to judgment".
- Experienced with rapid growth with a full understanding of its financial and social impact.
- Solid fiscal knowledge with a full understanding of nuances of governmental budgeting.
- Non-biased and able to interact effectively with all types of people.
- Dedicated and loyal to the County.
- Presents himself or herself in a professional manner and is an effective public speaker.
- Willing to live in Glynn County.



Minimum Qualifications include a Bachelor's degree in Public Administration, Business Administration, or closely related field (Master's degree preferred); supplemented by eight (8) years of progressive experience in local government administration to include concept analysis, financial analysis, financial management, budget management, purchasing, contract management, personnel management and general management of various county department functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires possession and maintenance of a valid driver's license.

The Board is committed to providing a highly competitive salary and benefits package. The details will be negotiated and included in a comprehensive employment agreement.

TO APPLY

Please email, mail or fax your resume with cover letter and current salary by April 26, 2010 to Robert E. Slavin, President, SLAVIN MANAGEMENT CONSULTANTS, 3040 Holcomb Bridge Road, Suite A1, Norcross, Georgia 30071, Phone: (770) 449-4656, Fax: (770) 416-0848, e-mail slavin@bellsouth.net

www.slavinweb.com



AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER