

# Inviting Applications for Assistant County Administrator



HALL COUNTY  
GEORGIA *We have it **all** in Hall*

# About the Community & Government

If there is such a thing as the perfect place to make a living and raise a family, Hall County ranks high on the list. Bordered by Lake Sidney Lanier and the foothills of the Blue Ridge Mountains, the sheer beauty of the landscape inspires families to grow and thrive. Lake Lanier attracts over 14 million visitors annually to enjoy boating, fishing, water sports, and parks along the 400 miles of shoreline. Hall County, with a population of over 217,000 and an area of 393 square miles, is the epicenter of a diversified economic base in Northeast Georgia that provides shopping, medical, financial, and educational institutions that are second to none. The labor market is stable and thriving with a regional labor market estimated to be 775,000 from Hall and surrounding counties. Gainesville, the county seat, is a bustling city of more than 47,000 people. Located 50 miles northeast of Atlanta and 35 miles northwest of Athens, Gainesville is the trade, medical, educational, industrial, retail, cultural and recreational center of Northeast Georgia. Eight other municipalities are located in Hall County: Oakwood, Flowery Branch, Buford, Braselton, Clermont, Gillsville, Rest Haven, and Lula.

Hall County has excellent educational opportunities from pre-kindergarten to college. Gainesville-Hall County offers students educational opportunities of the highest caliber. There are two public school systems, several private schools, a public university, private university and technical college. Eight major universities are located within an hour's drive of Gainesville-Hall County. Hall County is the headquarters for Northeast Georgia Health System, which has become the 3rd largest regional health system in Georgia. They are a premier healthcare provider and have a tremendous economic impact to Hall County and the Northeast Georgia Region.

## About the Government

Hall County operates as a Commission/Administrator form of government governed by a five-member elected Board of Commissioners. The County has a history of being a stable local government and being supportive of professional management. The Board appoints a County Administrator who is responsible for the day-to-day operations of the government, including appointments of all Department Directors not appointed directly by the Elected Officials. The Assistant County Administrator is appointed by the County Administrator and serves as a key member of the County Administrator's management team.





# Ideal Candidate

Hall County is seeking a dynamic and experienced leader to serve as the Assistant County Administrator. The ideal candidate will be a strategic thinker, a collaborative problem solver, and an innovative leader who can help guide the County's vision while ensuring efficient and effective service delivery. The ideal candidate will be:

✓ Experienced Public Administrator – Demonstrated expertise in local government operations, budget management, policy development, and strategic planning. Experience working in a fast-paced government environment, preferably at the county or municipal level.

✓ Visionary & Strategic Leader – Ability to anticipate challenges, develop long-term solutions, and implement policies that support economic growth, infrastructure development, and quality-of-life improvements for residents.

✓ Strong Financial Acumen – Skilled in budgeting, financial analysis, and resource allocation to ensure responsible fiscal stewardship and operational efficiency.

✓ Collaborative & Relationship-Driven – Adept at building partnerships with elected officials, constitutional officers, department heads, community leaders, and external stakeholders to advance the County's goals.

✓ Innovative Problem-Solver – Capable of identifying creative solutions to complex challenges, embracing technology, and implementing best practices in public administration.

✓ Effective Communicator – Strong written and verbal communication skills, with the ability to engage with diverse audiences, present complex information clearly, and foster transparency.

✓ Commitment to Public Service – Passion for serving the community, enhancing government efficiency, and ensuring the well-being of Hall County residents.



# Challenges and Opportunities

The new Assistant County Administrator will be expected to work collaboratively with County Administration, Elected Officials, Staff, and Community Stakeholders to address the following:

- ✓ **Rapid Growth & Development** - Community engagement to clarify and understand citizen expectations related to quality growth will be a high priority of this position. Navigating zoning and community development regulations relating to zoning changes, green space preservation, housing needs and long-term urban planning is important. The County has recently implemented an updated Comprehensive Plan and Unified Development Code to guide growth and development. Confident leadership that collaborates with stakeholders to fully realize the benefits of these plans will be an important focus of this position.
- ✓ **Citizen Expectations** - Hall County citizens expect to have meaningful input into decisions of their government. Residents expect high-quality facilities, a safe living environment, quality customer service, efficiency of operations, and forward-thinking planning that manages growth in ways that protect the quality of life of their community. As Hall County continues to grow, parks, recreational facilities, and community services must expand to meet increasing demand. These and other community issues will be guided by the County's Strategic Plan, Parks and Leisure Master Plan, and Risk Management Strategic Plan which this position will provide oversight in order to ensure deliverables as outlined in these and other master plans.
- ✓ **Workforce Recruitment, Retention, Engagement** - Maintaining a quality workforce strategy that competes with private sector wages, retains top talent, and attracts skilled employees is critical to Hall County's ability to serve its citizens now and in the future. Engaging with staff to promote work-life balance, evaluate workload expectations, and assist with post-pandemic workplace issues will be an important focus of this position. Working with the HR Director, the new Assistant Administrator will be expected to provide input to updating the County's Employee Handbook, to enhancing the employee work-performance evaluation process to provide a greater emphasis on a merit-based approach to compensation increases, and to evaluating the Group Health Insurance Fund to ensure the highest level of affordable healthcare for employees that is also sustainable by the County.
- ✓ **Enhanced Communications**: Enhancing efficiency among service units and improving communications internally as well as with the public through improved IT solutions is an ongoing effort. Decreasing risk of cyberattacks on County systems and protecting sensitive data should be reviewed on a regular basis by this position working with the IT staff.
- ✓ **Capital Projects**: As a member of the County Administrator's leadership team, the Assistant will have significant involvement in several capital projects currently in various stages of development: Judicial complex space study and expansion; Healan's-Head's Mill Park; New South Hall Park featuring nearly 200 acres of park, a community/senior center, ball fields, walking trails, pickle ball courts; Sardis Creek Park on the shores of Lake Lanier; Health Department renovations; new Library addition to the East Hall Community Center; as well as training facilities for the Sheriff's Office and Fire Rescue Department.

# About the Position

Provides general oversight, guidance, and direction for designated departments, at the direction of the County Administrator.

Provides operational support and guidance to Constitutional Officers, Elected and Appointed Officials, and Component Units of the County, as needed, and at the discretion of the County Administrator.

Works with the County Administrator, Department Heads and employees of the County to plan, organize, and implement programs on matters affecting assigned areas of responsibility; provides operational and project management oversight for assigned areas of responsibility; reviews results of major projects, studies, master plans, etc., and coordinates the preparation of reports, presentations and recommendations; briefs the County Administrator on matters of concern and presents program proposals for approval and submission to the Board of Commissioners.

Assists in developing and managing the County budget, monitoring expenditures, analyzing financial data, and identifying cost-saving measures; and foster collaboration among cross-functioning departments and the County Administrator to guarantee budget and capital improvement plan goals and objectives are achieved.

Provides support to the County Administrator by performing a variety of administrative/public relations tasks.

Serves as a liaison between the County Administrator and the community by assisting with community projects, presenting programs to community groups, civic organizations and others, and by responding to inquiries or complaints from members of the public.

May be responsible for representing the County Administrator at various functions such as committee meetings, task forces and citizen forums, and representing the County in other roles as directed.

Conducts research and prepares special reports on policy matters of interest, evaluating the impact, and presenting recommendations to the County Administrator and Board of Commissioners, including local ordinances, state and federal laws, County policies and procedures, and other policy initiatives as necessary.

Attends staff meetings and conferences to provide assistance and make recommendations to the County Administrator on various matters concerning the County.

Keeps abreast of the general affairs of the government to remain sufficiently informed in the event the incumbent is required to substitute for the County Administrator. Serves as County Administrator during temporary absences.



## ORGANIZATIONAL VALUES

Serving  
Citizens

Enhancing  
Community

Responsible  
Stewardship

Valuing  
Transparency

Efficient  
Cooperation

# Benefits & How to Apply

## Minimum Qualifications

- Bachelor's Degree required in Public Administration, Business Administration/Management, Local Government Management or related degree from an accredited university. A master's degree is preferred.
- A minimum of five years of executive management experience in an organization with similar complexity to Hall County is expected. Previous experience in a county leadership role is a plus.
- Evidence of continued professional development, such as the ICMA Credentialed Manager designation, is a positive indicator of dedication to the profession and will be noted during the candidate vetting process.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of this position.

## Compensation and Benefits

The expected starting salary range for this position is **\$185,000 - \$205,000 DOQ** (depending on qualifications), with a very comprehensive benefits package, including:

- Health, dental and vision insurance, Family Health Center and Comprehensive Wellness Program
- Flexible Spending and Health Savings Accounts, Short/Long-term Disability & Life Insurance
- 457 Deferred Comp and 401 (a) plans with County matching 401 (a)
- Paid time off (personal time, vacation and holidays) and Car Allowance
- Relocation assistance negotiable

Interested candidates must submit by email a cover letter, resume, a list of at least five job related references (with name, email and phone numbers), as well as salary history **no later than March 25, 2025, to [lisaward912@gmail.com](mailto:lisaward912@gmail.com)**. Please direct any questions to Mercer Group Associates. Lisa Ward, Senior Associate at 706-983-9326 or Alan Reddish, Senior Associate at Cell: 706-614-4961.

