



BARTOW COUNTY, GEORGIA

*invites your interest in
the position of*

ZONING ADMINISTRATOR



Learn About

BARTOW COUNTY

Bartow County is approximately 45 miles North of Atlanta and 65 miles south of Chattanooga, Tennessee along Interstate 75 and comprises approximately 470 square miles.

Bartow County is home to a number of award winning museums and historical landmarks, including the Rose Lawn Museum, the home of renowned evangelist Samuel Porter Jones; the George Washington Carver Park, established in 1950 as Georgia's first state park for African Americans; and the Etowah Indian Mounds, a 54-acre archaeological site located along the Etowah River and one of the largest and most intact Indian mounds still remaining in North America. Be sure to set aside time to visit Tellus Science Museum, the Booth Western Art Museum and the newest member of the museum family, the Savoy Automobile Museum. In addition to exploring the history of Bartow County, one can enjoy beautiful Lake Allatoona and the Red Top Mountain State Park, kayaking on the Etowah River or hiking on any of the County's beautiful nature trails.

Bartow County has two strong school systems, Cartersville has a charming, historic downtown and three Smithsonian affiliated museums. HGTV ranks it the most charming small town in Georgia. Allatoona Lake has Red Top Mountain State park and many campgrounds, day use areas and boat launches. Bartow County is in very strong financial position and over the last several years has experienced a moderate growth rate.



About the

GOVERNMENT

Bartow County Government has a sole commissioner form of government. There are only seven counties in Georgia still using this form, Bartow is the largest county by population still using sole commissioner form.

Mr. Steve Taylor is the elected sole commissioner and serves the governing authority for the County. All departments of the County work under the authority of the sole commissioner except those under the authority of other elected officials. The Commissioner hires a County Administrator to assist with daily operations including management of all budgets.

Bartow County currently has a General fund of \$138 million, Enterprise Funds totaling \$122 million and funds of \$12 million. In 2024, the County's SPLOST revenues exceeded \$36 million.



About the **POSITION**

You will manage the day-to-day activities of the Zoning Division, overseeing everything from the development of the Official Zoning Maps and GIS data to the drafting of the County's Comprehensive Plan and Zoning Ordinances. As a key liaison, you will coordinate public meetings for the Planning Commission and Board of Appeals, briefing board members and collaborating with a diverse range of professionals, including engineers, architects, and developers, to ensure our community grows in alignment with local and state regulations. The position requires a strategic leader who can navigate complex technical and supervisory duties with sound judgment and exemplary communication skills. If you possess strong interpersonal skills and a deep understanding of plan review and GIS principles, we invite you to help shape the future of Bartow County.



Exemplary **CANDIDATES**

Bartow County seeks a responsive leader who thrives in a fast-paced environment. This individual must demonstrate strong communication and interpersonal skills to navigate complex interactions around growth and development with a community that is proud of its history. The exemplary candidate will be a collaborative team player, capable of balancing technical duties—such as updating zoning ordinances and implementing new technology—with the ability to provide clear explanations to citizens regarding growth and land-use compliance. Efficiency, professional judgment, and a modern approach to administration are critical for success in this role. Ultimately, Bartow County seeks a proactive professional who can lead the Zoning Division with transparency, ensuring all stakeholders remain informed while managing the steady growth of this unique and historic Georgia community.





MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- American Institute of Certified Planning (AICP) certification preferred.

COMPENSATION & BENEFITS

The expected starting salary range for this position is **\$72,000 - \$80,000** (depending on qualifications of the selected candidate). In addition to a competitive salary, the benefits package includes health, dental, vision insurance, flexible and health spending benefits, life insurance, short-term & long-term disability, and retirement plans. The incumbent will also accrue vacation and sick leave on a monthly basis. Full-time employees (at least 30 hours per week) are eligible to participate in the hybrid retirement plan Bartow County offers. The components of that plan consist of the following: Defined Benefit Pension plan – contributions made by employer 401(a) Defined Contribution Plan – matching contributions made by the employer 457(b) Deferred Compensation plan – contributions made by the employee. Relocation expenses are negotiable.

HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, a list of at least three job related references (name, email and phone numbers), as well as salary history no later than close of business on **April 30, 2026**; to **Jeff Hale, Senior Associate** at jeffhale@localgovhrs.com.



MERCER GROUP ASSOCIATES

Bartow County is an Equal Employment Opportunity Employer.

