



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

JOA No. 26-003

Date Posted: January 7, 2026

Assistant County Administrator

County Administration

Salary: Negotiable

Position Advertisement Closes: OPEN UNTIL FILLED

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

This is a senior management position directing several major departments and divisions in Local County government within the Gadsden BOCC. The Assistant County Administrator reports to the County Administrator and serves as the County Administrator in the County Administrator's absence. Responsible for assisting the County Administrator with the planning, organizing, directing, and managing of Gadsden County's administrative functions and activities. Responsible for delegated areas of studies and projects as directed. Work is reviewed by the County Administrator through conferences, reports, and observation of results achieved. Attends all BOCC meetings and workshops. The Assistant County Administrator is also responsible for providing policy information and implementation for all budgeting activities of the Gadsden BOCC. Required to serve in the event of emergency/natural disaster. Serves at the pleasure of the County Administrator.

ESSENTIAL FUNCTIONS:

Serves as County Administrator in the Administrator's absence. Assists with planning, organizing, directing, & managing the administrative functions & activities of the County. Makes recommendations to the County Administrator on policy matters and informs on important events & legislation. Assists with the development and implementation of County goals, objectives, and priorities. Assists in the supervision of the daily operations of County government. Interprets applicable laws, rules, codes, and regulations affecting County services and programs. Represents the County Administrator and the Board before the public, community organizations, and other government agencies. Develops, plans, coordinates and implements all budget related matters with the various departments of the County. Works closely with the Constitutional offices, committees, and authorities in the development of the annual budget. Provides budget projections, analysis and recommends budget adjustments to the County Administrator throughout the budget year. Presents policy on budget matters to the all Department Directors. Interacts with State and Federal agencies to secure funding and ensure necessary reporting is provided. Reviews departmental budget requests providing advice and assistance. Ensures the procedure of the procurement process is followed with integrity. Provides supervision, training, and employment evaluations for assigned staff. Directs those departments, agencies, etc. assigned to the incumbent and includes setting standards and goals for evaluation of performance as well as long range planning and policy development. Conducts fact-finding studies, observes operations and determines changes needed to departmental policies and/or procedures. Initiates and carries through to completion special programs and projects as directed by the County Administrator. Responsible for implementation of the Strategic Plan. Researches and implements best practices for County financial sustainability and growth. Negotiates contracts and ensures deliverables have been met prior to payment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable of State purchasing laws and procedures as well as employment law. Knowledgeable in modern managerial techniques, principles and practices, local government operations and administration. Theories, principles and practices of public administration, organizational structures, functions, operations, objectives and goals of county government. Knowledgeable of state and local governmental legislative procedures, principles and practices of governmental budgeting, modern office methods and procedures. Skilled in the areas of planning, developing, and implementing policies and procedures. Knowledgeable and skilled with the ability to assist with the development and administration of the County budget. Ability to perform complex research, & analytical work. Ability to effectively represent the County Administrator in responding to inquiries, providing assistance, and dealing with the public, community organizations, boards & other government agencies. Ability to establish and maintain cooperative working relationships. Ability to develop long-ranged fiscal and operational plans, analyze and develop recommendations on complex administrative and operational problems and proposals. Ability to prepare and present comprehensive oral and written reports with logical and detailed recommendations. Ability to interpret, explain, and apply complex laws, rules, & regulations relating to the operation of local County government. Ability to deal effectively with highly sensitive issues. Must possess excellent written and verbal communication skills to communicate effectively on all levels. Track trends and make assessments through developed rubrics.

MINIMUM QUALIFICATIONS:

Requires a Bachelors' Degree from an accredited college or university in Public or Business Administration, or related field; a Master's Degree in Public or Business Administration is preferred. Five (5) years of progressively responsible experience in Public Administration and budget analysis. Two years of experience must have been in a supervisory capacity.

Possession of a valid State of Florida Driver's license with a favorable driving record is a must. Applicant must submit verification of educational requirement with submission of application in order to be considered.

Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>

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