

Chief Administrative Officer

The Houston County Commission is seeking qualified candidates for the position of Chief Administrative Officer.

Houston County is located in the southeast corner of Alabama within 75 miles of beautiful beaches and lakes. The County has a growing population of 105,000 and is the retail and medical center of a 50 mile radius. The county seat of Dothan has a population of 68,000. Low cost of living, progressive leadership, and the friendliest people in the south are just some of the advantages to locating in Houston County. To obtain more information on the region and the county, visit www.houstoncounty.org or www.dothan.com.

The Chief Administrative Officer shall report to the Houston County Commission and the position will be salaried exempt. Chief Administrative Officer, under direction of the Houston County Commission, shall act as chief administrative officer of the county responsible for managing the overall operations and administration of the county. The CAO shall be responsible for all county financial records including the monitoring of all bookkeeping procedures, overseeing a \$40 million budget and accompanying audits. The CAO will be instrumental in the planning, implementation, and compliance of policies, procedures and other county initiatives. He/She shall confer and direct department heads concerning county business.

REQUIREMENTS

Possess a minimum of a Bachelors degree in accounting, public administration or related field with a minimum five years' experience in general ledger based accounting. Candidate should be prepared to complete the requirements for Certified County Administrator within 36 months of employment. A minimum of five years' experience in managing an administrative group of individuals whose goal is to achieve management directives in a cost effective, customer orientated, timely and effective manner. The candidate should have a minimum of three years purchasing management experience. Minimum of three years' experience in managerial oversight of a work related safety program. The candidate must be willing to travel to overnight business meetings as required and must be bondable.

Interested individuals may view a complete job description and requirements at www.houstoncounty.org or may obtain a job description by contacting jeculpepper@houstoncounty.org Resumes and salary requirements should be sent by September 13, 2018, to:

Chairman Mark Culver
Houston County Commission
P.O. Drawer 6406
Dothan, AL 36302

OR EMAIL TO:
jeculpepper@houstoncounty.org

Houston County is an equal opportunity employer.