

EMPLOYMENT PUBLICATION NOTICE

ASSISTANT COUNTY MANAGER POSITION CHAMBERS COUNTY, ALABAMA

Please know hereby that the Chambers County Commission is now accepting resumes for the position of Assistant County Manager for Chambers County, Alabama. Resumes will be accepted for consideration until 4:30 P.M. Central Time on December 30, 2022.

Requirements: Bachelor's Degree in Public or Business Administration, Finance, Accounting, or related field; at least five (5) years' work experience in administration and finance preferred; governmental administrative experience is a positive, but not mandatory. Assistant County Manager will report to the County Manager.

Preferred Skills: Computer proficient with knowledge of spreadsheet applications; time management; organization; prioritization; multi-task capabilities; assignment flexibility; leadership qualities, and effective oral and written communications.

Essential Duties: Serve as chief assistant to the County Manager. Assist County Manager in management of daily business operations, preparation of annual budget, execution of general budget, preparation for County audits, compliance with Public Examiner's requirements, preparation and organization of records, reports, and accounting; and manage deferred compensation and retirement plans.

Submit Resumes as Follows:

Applicant for Assistant County Manager
Regina Chambers
County Manager
Chambers County Commission
2 South LaFayette Street
LaFayette, AL 36862

Chambers County, Alabama is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, natural origin, religion, sexual orientation, or physical/mental disability. In compliance with the Americans with Disabilities Act, Chambers County, Alabama may provide reasonable accommodations to qualified individuals with disabilities. Applicants deemed most appropriate for the position will be contacted.