

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
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Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Chief Operating Officer	Hours of Availability: Monday - Friday; 8:00am - 4:30pm
Closing Date: June 16, 2025	Position Announcement: COMM05-28-2025
Work Location: Lee County, AL	
Division/Department: Commission	
Reports to: County Commission	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$175,000.00 - \$225,000.00

JOB SUMMARY: The Chief Operating Officer provides leadership for all aspects of the County's operations with an emphasis on long-term goals and financial management. This position has supervisory responsibilities for the County Commission Appointing Authorities.

ESSENTIAL JOB FUNCTIONS:

- Oversee and administer County functions under the authority of the Lee County Commission.
- Develop and execute the County strategic plan to support the overall mission of the County.
- Manage and direct County operations pursuant to the stated goals and objectives of the County Commission to ensure that operational activities are aligned with the county's strategic objectives.
- Work with the County Commission, appointing authorities, and department heads to establish short-term objectives and long-range goals, and related plans and policies.
- Oversee employment decisions pursuant to established County policy.
- Promote communication and cooperation among divisions to create a spirit of unity in the organization.
- Coordinate with elected and appointed county officers in management of County affairs.
- Oversee the County's financial structure, ensuring adequate and sound funding for the mission and goals as set by the County Commission.
- Manage financial planning and forecasting to support strategic initiatives.
- Identify funding sources to support existing and planned operations.
- Streamline processes and systems to improve efficiency and productivity.
- Oversee the budgeting process and make recommendations to the County Commission during its budget-setting process to ensure operational activities are financially sound.
- Review the financial reports connected with all County operations and take appropriate measures to correct unsatisfactory results.
- Monitor and present regular reports on the status of the County's operations to include financial and strategic goals to the County Commission.
- Track key performance indicators to ensure the county is on track to accomplish its goals.
- Ensure the County's compliance with all applicable laws, rules, regulations, and standards.
- Supervise the performance of all agreements, leases and other contractual obligations of the Commission.
- Oversee planning, development, maintenance and efficiency of county facility construction and renovation projects.
- Oversee and manage special projects as established by the County Commission.

- Planning, directing, and managing economic development activities, including attracting businesses, retaining existing ones, and promoting economic growth within the County.
- Oversee and lead the development, writing, and submission of grant proposals to federal and state funding agencies for all County departments.
- Develop and oversee capital improvement plans including public and private partnerships and the approval of associated actions.
- Serve as County Commission liaison to other governmental entities.
- Perform other related duties to benefit the mission of the organization.
- Serve as County Commission representative for the purpose of public speaking to groups or special assemblies upon their request.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public administration and policy development.
- Ability to take leadership over any County operations area.
- Ability to coordinate and cooperate with various local and state elected officials.
- Superlative oral and written communication skills, particularly the ability to communicate as a leader.
- Aptitude in problem-solving, decision-making, and strategic planning
- Skill in establishing and implementing objectives.
- Understanding of analytics and performance metrics.
- Superior project management skills.
- Skill in organizing work, establishing, and maintaining an organizational structure, and delegating authority.
- Thorough understanding of management and financial practices in all areas and phases of County operations.

QUALIFICATIONS:

- Extensive professional experience in leadership roles.
- Eight to ten (8-10) years of experience in government.
- Education may vary; bachelor's degree in business administration, management, finance, or public administration; an advanced degree is preferred, but not required.
- Additional years of experience beyond what is listed may be considered for meeting the education requirement.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM.

Interested applicants may also fax a completed application to (334) 737-3609 or email to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).