

The Wilcox County Commissioners are seeking applications for a County Manager. The County Manager shall be chosen by the Board upon the basis of executive and administrative qualifications, with specific reference to actual experience in or knowledge of accepted practices with respect to the duties of the office as set forth by the County Ordinance #05-02 adopted by the Wilcox County Commissioners. A copy of this ordinance may be obtained at the Wilcox County Commissioners Office.

Job duties are not limited to but include the following:

To see that all ordinances, rules and regulations of the Board and all laws of the State of Georgia subject to enforcement by county officers or department heads, other than by elected constitutional officers are faithfully executed;

To attend all meetings of the Board and/or its committees, with the right to take part in discussion in accordance with any rules adopted by the Board, but having no vote. The County Manager shall be entitled to notice of all special meetings of the Board and non-scheduled committee meetings.

To prepare and submit to the Board a proposed annual budget and a proposed capital program, and to execute the budget and capital program adopted by the Board, approving all disbursements and expenditures as budgeted and/or authorized by the Board;

To examine regularly at periods fixed by the Board the accounts, records and operations of every county board, commission, department, office and agency which receives appropriations from said Board; to make monthly reports to the Board on county fiscal and other affairs; to keep the board fully advised on the financial conditions and future needs of the County.

This is an example and not a complete list of duties.

Applications may be submitted to the Wilcox County Commissioners Office, 103 North Broad St. Abbeville, GA 31001. Any questions may be addressed to the current County Manager, Paula J. Ball at 229-467-2737.