

## **COUNTY ADMINISTRATOR OF LANIER COUNTY**

The Lanier County Board of Commissioners is accepting resumes for the position of County Administrator of Lanier County.

The County Administrator is the chief administrative officer of Lanier County and responsible for managing the County's daily activities to ensure that county residents and taxpayers receive the most efficient and effective services from county departments and employees. The role requires a strong leader with excellent communication and interpersonal skills and requires extensive knowledge of local government operations and general government finances. Major job duties include administering county ordinances and resolutions; preparing the annual budget; regulating purchases of county supplies and materials; supervising county employees; supervising performance of contracts; serving as liaison to the public, elected officials, and other entities; attending meetings for Board of Commissioners; negotiating leases and contracts; and planning for future growth and development.

The Lanier County Board of Commissioners is prepared to offer a competitive salary commensurate with the candidate's qualifications and experience.

Interested qualified candidates should submit the following:

- A detailed cover letter outlining interest and qualifications, salary requirements, and earliest start date.
- A current resume including three professional references.

Resumes and cover letters should be emailed to: [lanierboc@laniercountyboc.com](mailto:lanierboc@laniercountyboc.com) no later than 5:00 p.m. on September 15, 2025. Additional information and documentation may be required after initial review.