



SANTA ROSA COUNTY HUMAN RESOURCES

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Assistant County Administrator Job Announcement

Santa Rosa County is accepting resumes for the position of assistant county administrator. The ideal candidate will have strong managerial experience and show high levels of performance in areas that include finance and budget, human resources, economic development, planning/development, grants, tourism, information technology, public safety, infrastructure management, customer service and maintaining positive lines of communication at all levels. The successful candidate will be equally committed to both developing employee performance and accountability, as well as ensuring a positive, supportive and respectful working environment for all employees.

Bachelor's degree from an accredited college or university with major course work in Business or Public Administration, Finance Administration, Human Resources Management, or a related field; supplemented by a minimum of seven years progressively responsible experience in local government management, including experience in financial, budget, and human resources administration, five years of which shall be acquired in a supervisory/management capacity; or an equivalent combination of education, training, and experience. Master's degree in Public or Business Administration is preferred. Proven ability to utilize Excel, Word, PowerPoint and Outlook. Requires a valid driver license.

The salary range for the position is \$95,000 - \$115,000 based on the candidate's qualifications and experience. An excellent benefits package includes participation in the Florida Retirement System, vacation, sick leave, group life insurance, medical insurance, monthly travel stipend, professional dues and conference expenses. Relocation allowance is negotiable.

About Santa Rosa County

Santa Rosa County is situated on the beautiful panhandle of Florida. From our expanding tourism, vibrant farming community, growing industrial presence, to our strong military ties, our 1,174 square miles is home to over 167,000 and offers an extraordinary level of quality of life. Our county outperforms many areas of the state with low unemployment, third lowest crime rate and continually top ranking school system. It is no surprise that Santa Rosa County is one of the fastest growing counties in the United States. Santa Rosa County follows the Commission/Administrator form of government. With an adopted budget of \$145.70 million ([see our adopted 2018 FY budget](#)), Santa Rosa is organized with five county departments and employs approximately 400. [Review the county's 2016/2017 Annual Report](#) for more information.

How to Apply

Resumes are due by April 30, 2018. To be considered, please submit a cover letter, résumé with salary history and five professional references to HR@santarosa.fl.gov. Following the filing date, résumés will be screened by a committee and the top applicants presented to the county administrator for review. Finalists will be interviewed in Santa Rosa County, tentatively slated for mid-May. For more information, contact DeVann Cook, 850-983-1863.

Equal Opportunity Employer (EOE). Under Florida Open Records Act, all resumes subject to disclosure. Note: Under Florida law, resumes and applications are considered as public documents and must be provided to the media and/or the public on request at any time during the application review or hiring process.