

## **Jefferson County, Florida**

**Job Title:** Deputy County Manager  
**Department:** County Administration  
**Reports To:** County Manager  
**FLSA Status:** Exempt  
**Salary Range:** \$55,000-75,000  
**Position Type:** Full-Time

### **Position Summary**

The Deputy County Manager serves as a key member of the County's executive leadership team and assists the County Manager in the administration, coordination, and oversight of County operations. This position provides strategic direction, assists department heads as assigned, and ensures compliance with applicable local, state, and federal laws including Florida Statutes governing county government. The role also includes oversight of procurement processes and invoice management to ensure fiscal accountability and transparency. The Deputy County Manager is expected to demonstrate sound judgment, support organizational priorities, and foster a culture of collaboration and responsiveness.

### **Essential Duties and Responsibilities**

- Assists the County Manager in planning, directing, and coordinating the operations of County departments and programs
- Assists County departments and ensures alignment with County goals, policies, and statutory requirements
- Participates in the development and implementation of County policies, procedures, and strategic initiatives
- Manages procurement activities in accordance with Florida Statutes and County purchasing policies, including vendor selection, contract negotiation, and bid evaluation
- Reviews and approves invoices and payment requests to ensure accuracy, proper documentation, and budget compliance
- Coordinates with Finance and Purchasing departments to maintain internal controls and audit readiness
- Responds promptly and effectively to directives from the County Manager, ensuring timely execution of assigned initiatives
- Promotes a cooperative work environment by engaging constructively with colleagues, staff, and external partners

- Represents the County Manager in meetings, public forums, and intergovernmental affairs as needed
- Coordinates with constitutional officers, state agencies, and external stakeholders on matters affecting County operations
- Prepares reports, presentations, and recommendations for the Board of County Commissioners
- Assists in the development and monitoring of the County budget
- Ensures compliance with Florida Statutes, including Chapters 125 (County Government), 112 (Public Officers and Employees), and 287 (Procurement of Personal Property and Services)
- Responds to inquiries and concerns from the public, elected officials, and staff in a professional and timely manner
- Serves as Acting County Manager in the absence of the County Manager, as designated

#### **Minimum Qualifications**

- Bachelor's degree in Public Administration, Business Administration, or a related field; Master's degree preferred
- Five (5) years of progressively responsible experience in local government administration, including supervisory, budgetary, and procurement responsibilities
- Demonstrated experience with public sector purchasing, contract management, and invoice processing
- Thorough knowledge of Florida Statutes related to county government operations and procurement
- Proven ability to work collaboratively across departments and respond effectively to leadership guidance
- Strong leadership, communication, and organizational skills
- Ability to analyze complex issues and develop effective solutions
- Proficiency in Microsoft Office and relevant administrative software

#### **Preferred Qualifications**

- Governmental experience is strongly encouraged
- Experience working with elected officials and managing interdepartmental projects
- Familiarity with rural county operations and community engagement
- ICMA or FAC certification or membership is a plus

**Working Conditions**

- Work is performed primarily in an office setting with occasional travel to meetings and site visits
- May require attendance at evening or weekend meetings

**Application Process**

Interested candidates should submit a completed application, résumé, and cover letter to:

**Jefferson County Manger**

450 W Walnut St. Monticello, FL 32344 or [smetty@jeffersoncountyfl.gov](mailto:smetty@jeffersoncountyfl.gov)

**Application Deadline:** Open until Filled