



JEFFERSON COUNTY, FLORIDA

County Manager Recruitment Announcement

About Jefferson County

Nestled in Florida’s historic Big Bend region, Jefferson County offers a unique blend of natural beauty, rural charm, and strategic location. The county spans 611 square miles from the Georgia border to the Gulf of Mexico and is known as the “Keystone County” for its distinctive geographic reach.

Residents and visitors enjoy a high quality of life shaped by scenic landscapes, outdoor recreation, and the friendly, close-knit character of Monticello—the county seat and cultural hub. Community traditions such as the long-running Watermelon Festival reflect the county’s deep-rooted pride and welcoming spirit.

Our Community

Jefferson County is home to approximately 15,000 residents, representing a balanced and engaged population. With a strong base of working-age residents and a growing retiree community, the county continues to attract those seeking a safe, relaxed, and community-oriented lifestyle.

Local employment is concentrated in public administration, agriculture, health care, and retail. Many residents commute to neighboring Leon County, reinforcing strong regional ties and opportunities for economic growth.

Abundant recreational amenities—including parks, trails, lakes, and sports programs—enhance the county’s outdoor lifestyle, while historic architecture and cultural traditions add depth to its identity.

County Government

Jefferson County operates under a Commission–Manager form of government. The five-member Board of County Commissioners sets policy, oversees strategic priorities, and appoints the County Manager to lead daily operations.

County leadership values professionalism, teamwork, and transparency. The County Manager works closely with elected officials including the Sheriff, Clerk of Court, Property Appraiser, Supervisor of Elections, and Tax Collector, and leads a collaborative team of department directors and staff.

The Board seeks a manager who understands rural and agricultural communities and brings knowledge of land development, budgeting, personnel management, procurement, and local government operations.

Key Challenges & Opportunities

Jefferson County is focused on progress while preserving its rural heritage. Current priorities include:

- Addressing budget constraints
- Improving roads and transportation infrastructure
- Advancing economic development
- Strengthening internal management structure

The County Manager will play a pivotal role in advancing these goals.

The Role of County Manager

The County Manager serves as the chief administrative officer, responsible for leadership, oversight, and coordination of:

County Administration	Human Resources
Budget & Finance	Veterans Services
Solid Waste & Code Enforcement	Road Department
Library Services	Parks & Recreation
Animal Control	Fire/Rescue & Emergency Services
Planning & Zoning	Building Department
Agriculture Extension	

The Manager prepares and administers the annual operating and capital budgets, oversees county property, ensures policy implementation, manages personnel, negotiates contracts, and provides informed recommendations to the Board. The Manager is responsible for ensuing ongoing communication with the Board members. The position requires exceptional organizational leadership, sound judgment, strategic thinking, community engagement, and a commitment to service excellence.

Ideal Candidate Profile

Jefferson County seeks an experienced, forward-thinking, results-oriented leader who will embrace and support the county's culture, values, and long-term vision.

The ideal candidate will be:

- Ethical, transparent, and highly professional
- A strong communicator who keeps the Board fully informed
- Skilled in building consensus among officials, staff, community partners, and citizens
- Strategic, analytical, and proactive in identifying emerging issues
- A respectful leader who empowers staff while maintaining accountability
- Comfortable engaging with the public and representing the county with confidence

- Technologically adept and committed to continuous improvement
 - Decisive, organized, and attentive to operational detail
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Qualifications

Candidates should possess progressively responsible senior management experience and a bachelor's degree in a related field. As an alternative to a bachelor's degree, the County will consider applicants possessing at least four years of direct experience in managerial positions in local government.

This position is located in Jefferson County, Florida, and the successful candidate will be required to reside in the County.

Compensation & Benefits

- Salary Range: \$87,500 – \$131,000
 - Participation in the State of Florida Retirement System – Senior Management Class
 - Comprehensive county benefits package
 - Contract position with negotiable terms
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How to Apply

The County will accept applications until **April 22, 2026** (unless otherwise extended by the County)

Submit your résumé and a cover letter to:

Trey Hightower, Jefferson County Clerk of Court
Email: thightower@jeffersonclerk.com

Or mail/hand-deliver to:
Jefferson County Clerk of Court
Attn: Trey Hightower
1 Courthouse Circle
Monticello, FL 32344