



DeKalb County Government  
 Department of Human Resources  
 1300 Commerce Drive, Suite 100  
 Decatur, GA 30030

**DeKalb County Government**



Lee May, Interim CEO

**Board of Commissioners**



**Nancy Jester** District 1  
**Jeff Rader** District 2  
**Larry Johnson** District 3  
**Sharon Barnes Sutton** District 4



**Mereda Johnson** District 5  
**Kathie Gannon** District 6  
**Stan Watson** District 7



**Benita C. Ransom, SPHR, SHRM-SCP**  
 Human Resources & Merit System Director  
 404.687.3588

Prepared by Human Resources Department - March 2016



**DeKalb County**  
 Executive  
 Search

**County Clerk**

**\$90,000+**  
**(Salary Negotiable)**

DeKalb County Government  
**MANUEL J. MALOOF CENTER**  
 Administration Building & Auditor  
 1300 Commerce Drive  
 Decatur, Georgia

## DeKalb County

### Overview

DeKalb County is Georgia's third largest county with an estimated 713,000 residents calling it home. The geographical area of the County covers approximately 271 square miles consisting of a portion of Atlanta; the cities of Avondale Estates, Brookhaven, Chamblee, Clarkston, Decatur, Doraville, Dunwoody, Lithonia, Stone Mountain and Tucker; and several unincorporated areas. Four major interstates and the Metropolitan Atlanta Rapid Transit Authority (MARTA) are easily accessible for commuting.

### Business and Education Hub

DeKalb is the headquarters of some of the country's most prominent businesses and organizations including the Center for Disease Control, the only federal agency based outside of Washington, DC; the Yerkes Primate Center; American Cancer Society and Emory University's Rollins Research Center. Emory University, one of the new Ivy League Schools of the South, and Agnes Scott College, a top women's liberal arts college in the country, are located in DeKalb.

### Growing International Community

DeKalb has emerged as one of Georgia's most culturally diverse communities. More than 64 languages representing Asian, Hispanic, European and African cultures are spoken here. The County also has become a home for African, Iraqi and Latino asylum seekers displaced by war or turbulent political circumstances.

### Natural Wonders

One of DeKalb's most well-known attractions is Stone Mountain Park, home to the world's largest free-standing piece of exposed granite and the world's largest relief sculpture. Another natural attraction is Davidson Arabia Mountain Nature Preserve - 2,000 acres of granite outcrop, wetlands, pine and oak forests, streams, and a lake.

### Government Structure

The Chief Executive Officer (CEO) is the County's top elected official. The County has 40 departments with most department heads reporting to the CEO through the Chief Operating Officer (COO). Like other county governments, there is a Board of Commissioners (BOC) that comprises the legislative branch, a court system that is the judicial branch, and other elected officials and constitutional officers.

The Board is comprised of seven part-time commissioners, all elected to staged four-year terms. The purpose the Board is to levy taxes, make appropriations, enact ordinances and resolutions, approve the budget, and consider zoning ordinances.

The County's 2016 Tax Fund Budget is approximately \$600 million, with a total annual budget of \$1.3 billion, not including capital appropriations. The principal sources of the general fund budget are property and sales taxes.

## County Clerk

### Ideal Candidate

DeKalb County Government has an unique opportunity for a talented professional to become its next County Clerk. The successful candidate will have a strong background in public records management, and knowledge and understanding of the intricacies of government, including pertinent statutes, ordinances, resolutions, and state and local laws. A demonstrated ability to work collaboratively with elected and appointed officials is an asset.

The ideal candidate will have exceptional interpersonal and organizational skills as well as extensive experience in administration, communication, and internal and external relations. This role requires a high level of discretion and often requires the use and handling of confidential information.

### Position

The County Clerk records and maintains official minutes of all activities and actions of the DeKalb County Board of Commissioners. Responsibilities include advising the BOC on rules and parliamentary procedures; processing, maintaining, and archiving all official County documents for BOC meetings; researching official County documents to answer questions and respond to inquiries; administering the official code of DeKalb County by compiling all new ordinances and amendments adopted by the BOC; ensuring proper and timely codification of the official code; and managing audiovisual and voting system equipment. This position also oversees the processing of County approved contracts by the BOC and CEO.

The County Clerk is appointed and has dual reporting responsibility to the BOC and CEO. The position has four direct reports including two deputy clerks.

### Minimum Requirements

Bachelor's degree in Public Administration, Business Administration or related field; five years of administrative experience including working with public records management is required. Experience with various computer applications preferred. County Clerk certification required, or must be attained within two years. An equivalent combination of education, training, and experience will be considered.

**Resumes will be held in strict confidence and should be submitted to:**

**Jadia Haynes, PHR, SHRM-CP**  
**Human Resources Generalist Lead**  
**Email: [ExecutiveRecruiting@dekalbcountyga.gov](mailto:ExecutiveRecruiting@dekalbcountyga.gov)**  
**Phone: 404.371.2851**

## Compensation and Benefits

**Compensation:** The salary for the County Clerk is **\$90,000 or more**, depending on the experience and qualifications of the selected candidate. The successful candidate will also receive a competitive fringe benefit package as stated below.

**Pension Plan:** DeKalb County provides a defined benefit pension plan.

**Health and Dental Care:** Health care plans include traditional HMO, PPO & HSA. Dental and vision insurance are additional optional benefits.

**Basic Life Insurance:** Benefits are 2.25 times an employee's annual salary rounded up to the next \$1,000.

**Flexible Spending Account Plan (FLEX):** Flex spending works with other benefits to save the employee money.

**Employee Assistance Program (EAP):** Serves employees and their household members who experience personal problems.

**Deferred Compensation:** County employees are provided the option of supplementing their retirement with tax-deferred savings, through payroll deductions in a deferred compensation program.

**Credit Union:** Peach State Credit Union offers a variety of credit union services tailored towards County employee needs.

**Holidays:** DeKalb observes 10 holidays.

**Paid Leave:** DeKalb County offers 13 days sick leave and a minimum 15 days of annual leave per year.

**Relocation:** Housing and moving cost reimbursement directly attributable to relocation is negotiable.



**An Equal Employment Opportunity Employer**