



County Administrator
Allen J. Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard
Chipley, Florida 32428
Phone (850) 638-6200
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COMMISSIONERS

ASHLYNN MARQUEZ
District One

DAVID PETTIS, JR
District Two

JOEY BROCK
District Three

WESLEY GRIFFIN
District Four

DAVID CORBIN
District Five

FUQUA & MILTON
County Attorneys

JOB ANNOUNCEMENT

COUNTY ADMINISTRATOR

Advertisement Dates: 09/11/2025-10/13/2025

Salary: \$86,278.40 to \$114,441.60

The Washington County Board of County Commissioners is currently accepting applications for a **County Administrator** position. The primary function of the County Administrator is to serve as the Chief Administrative Officer of the County under the Board Policy Direction of the Board of County Commissioners to effect and maintain efficiency of department reporting to the Board. This is a highly responsible administrative, independent, and technical management work direction county affairs and implementing policies set forth by the Board of County Commissioner. Work is performed in accordance with FS 125.73-125.74 and Washington County Ordinance Section 2. This is an Exempt position under the FLSA and is based out of the County Annex located at 1331 South Blvd., Chipley, Florida.

MINIMUM TRAINING AND EXPERIENCE

Education and Qualification Requirements

Graduation from an accredited college or university with a Bachelors Degree in Public Administration, Business Administration, or closely related field and/or five (5) years of progressively responsible professional experience in business or government management or administration.

Physical Requirements

May be required to bend, stoop, reach above shoulder level, kneel, balance, push, pull, crouch, squat, lift and carry 25-50 pounds. Ability to stand for a prolonged period of time.

Knowledge, Skills, and Abilities

- Knowledge of administrative and management concepts, procedures, and practices, and business methods as applies to county government
- Knowledge of financial and budgetary development, administration, and control to include protect management and the implementation of financing techniques
- Knowledge of personnel policies, statutes, ordinances, and regulations under which the county operates
- Knowledge of principals and practices of modern county management
- Ability to delegate authority and responsibility and work efficiently and effectively with elective officials, citizens groups and staff to achieve goals and objectives
- Ability to research, retrieve, and compile information requests
- Ability to understand and follow oral and written instructions

License

Must possess and maintain a valid Florida Driver's License with a driving record acceptable to the County driving policy and insurance program.

Washington County Board of County Commissioners Benefit Package Includes:

- Annual Leave - 13 days paid each year (full-time)
- Sick Leave - 13 days paid each year (full-time)
- Holidays - 12 days paid each year (full-time)
- Medical Insurance - Free Employee Only Plan
- Life Insurance - \$10,000 paid for each employee
- Florida Retirement System (FRS) Senior Management Service Class

APPLICATION PROCESS

Applications may be accessed on-line at www.washingtonfl.com. Applications and job descriptions may also be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants **MUST** submit an **Employment Application AND Resume** to the Human Resources Department in the Washington County Board of County Commissioners' office by **4:00 PM on October 13, 2025**. All applications should be **submitted in a sealed envelope**. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415.5151. The selected applicant will be subject to a background check. Veteran's Preference is accepted in accordance with FS 295.08.

Equal Opportunity/Drug-Free Workplace

****We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, disability or handicap, or any other legally protected status.**



Washington County Board of County Commissioners

Job Title:	County Administrator	Pay Grade:	115
Department/Group:	Administration	FLSA Status:	Exempt
Location:	1331 South Blvd., Chipley	Position Number:	67-
Reports To:	Board of County Commissioners	Will Train Applicant(s):	

Job Description

GENERAL STATEMENT OF JOB

The primary function of the County Administrator is to serve as the Chief Administrative Officer of the County under the Board Policy Direction of the Board of County Commissioners to effect and maintain efficiency of department reporting to the Board. This is a highly responsible administrative, independent, and technical management work direction county affairs and implementing policies set forth by the Board of County Commissioners. Work is performed in accordance with FS 125.73-125.74 and Washington County Ordinance Secs. 2.

ROLE AND RESPONSIBILITIES

These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Administrator may be responsible for the administration of all departments responsible to the Board of County Commissioners and for the proper administration of all affairs under the jurisdiction of the Board. To that end, the Administrator may, by way of enumeration and not by way of limitation, have the following specific powers and duties:

- Administers and carries out the directives and policies of the Board and enforces all orders, resolutions, ordinances and regulations of the Board to assure they are accurately executed.
- Directs Board employees which involves the following direct and indirect responsibilities: organization planning and development, interviewing, selection, training, motivating, wage and salary administration, performance appraisal, developing objectives, and developing procedures to ensure achievement of objectives.
- Reports to the Board on actions taken pursuant to any directives or policies within the time set by the Board.
- Provides an annual report to the Board on the state of the County, the work of the previous year, and any recommendation, as to actions or programs, the administrator deems necessary for the improvement of the County and the welfare of its residents.
- Provides the Board, or individual members thereof, upon request, with data or information concerning county government and provides advice and recommendations on county government operations to the Board.
- Prepares and submits to the Board for its consideration and adoption an annual operating budget. Supervises and administers all phases of the budgetary process, to include acting as chair for the budget committee.
- Establishes the schedules and operating practices to be followed by all county departments, offices, and agencies in connection with the Board.
- Develops, installs, and maintains centralized budgeting, personnel, legal, and purchasing procedures.
- Approves offers of employment, supervises vacancies and employment aspects of positions under the jurisdiction of the Board. Recommend employment of Department Heads to the Board for confirmation.
- Suspends, discharges, or removes any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board.
- Negotiates and oversees leases, contracts, and other agreements, including consultant services, for the County, subject to approval of the Board, and makes recommendations concerning the nature and location of County improvements. Ensures that all terms and conditions of leases, contracts, and agreements are performed and notifies the Board of any noted violations.
- Attends meetings of the Board with the authority to participate in the discussion of any matters.



Washington County Board of County Commissioners

- Speaks with the public and various other organization representatives regarding county business matters.
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or closely related field and/or five (5) years of progressively responsible professional experience in business or government management or administration.

PHYSICAL REQUIREMENTS

May be required to bend/stoop, reach above shoulder level, kneel, balance, push, pull, crouch, squat, lift and carry 25-50 pounds. Ability to stand for a prolonged period of time.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and management concepts, procedures, and practices, and business methods as applies to county government.
- Knowledge of financial and budgetary development, administration, and control to include project management and the implementation of financing techniques.
- Knowledge of personnel policies, statutes, ordinances, and regulations under which the county operates.
- Knowledge of principals and practices of modern county management.
- Ability to delegate authority and responsibility and work efficiently and effectively with elective officials, citizens groups and staff to achieve goals and objectives.
- Ability to research, retrieve, and compile information requests.
- Ability to understand and follow oral and written instructions.

LICENSE

Must possess and maintain a valid Florida Driver's License with a driving record acceptable to the County driving policy and insurance program.

FLSA/FRS STATUS

An employee allocated to this position is classified as 'Exempt' under the Fair Labor Standards Act and is designated as Senior Management Service Class under the Florida Retirement System.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE
JOB CLASSIFICATION DESCRIPTION – WASHINGTON COUNTY BOCC – HUMAN RESOURCES

Approved By:	Washington County BOCC	Date:	01/28/2016
Last Updated By:	Washington County BOCC	Date:	01/28/2016