

**JOB OPENINGS**  
**HARRIS COUNTY GOVERNMENT as of 09/23/2016**  
All Positions Open Until Filled Unless Otherwise Specified

**CHIEF FINANCE OFFICER**

**BOC Admin Office**

DOE/DOQ. FT; Bachelor's degree in accounting, public or business administration, or related field; five (5) years progressively responsible experience involving financial management in local government or related field. Duties include, but are not limited to: supervise accounting staff; work with county manager, county clerk and department heads on financial matters; supervise issuance of purchase orders; monitor compliance with budgets; review payroll/accounts payable check runs; manage the County's chart of accounts; oversee state, federal and other grants; maintain capital/fixed asset system; oversee inventory of county property; prepare financial statements; serve as liaison to outside accountants and auditors in providing necessary financial/accounting records; maintain comprehensive, current knowledge of applicable laws/regulations of the profession. Experience with grants, MAS90 and Excel preferred. Must be able to operate variety of office equipment to include computer, printer, fax machine, copier, calculator, typewriter and telephone.

**COUNTY PLANNER**

**Community Development**

DOE/DOQ. FT; Bachelor's degree with course work in urban planning or related field and considerable experience in planning, zoning administration and geographic information system (GIS) operations; supervisor experience. Must possess and maintain valid driver's license. Comprehensive knowledge of the philosophies, principles, practices and techniques of planning and of land development concepts to include planning, zoning, building design and transportation; general knowledge of research methodology, of applicable ordinances, codes and regulations pertaining to planning and zoning, of techniques in preparation of maps, charts, sketches and complex graphics; ability to read and interpret surveys, plans, architectural and engineering drawings, maps and blueprints accurately; and who has the ability to work individually or with a team and various boards to include the Planning Commission, Zoning Adjustments, and County Commissioners. Responsibilities include processing requests for subdivision, rezoning, annexation, multi-family developments, ensure compliance with ordinances/approved plans; prepare reports, maps, legal advertisements; assist with preparation of reports and plans; prepare GIS layers and utilize use of same in connection with mapping and analysis for planning and other County departments; advise and provide support to Planning Commission on zoning and subdivision matters; confer with property owners, developers, contractors, engineers, and the general public; provide administrative services to ensure the County's compliance with state/local planning and zoning laws. Reports to the County Manager and will manage the Community Development Department, which includes building inspection, code enforcement, and planning & zoning.

**DEPUTY WARDEN**

**Prison**

\$21.54/HR. FT; HSD or GED; extensive experience in law enforcement working in a correctional institution and considerable supervisory experience. Must possess Basic Correction Officer Training and Peace Officer Standards certification; obtain Georgia Deputy Warden certification within one year of hire; obtain Cardiopulmonary Resuscitation certification within six months of hire; and possess and maintain valid drivers license. Performs difficult advanced protective services work assisting with planning, directing and supervising prison services, programs, and staff, coordinating prison operations with departmental and court needs, ensuring the preparation and maintenance of appropriate records, reports and files, and related work as apparent or assigned. Work is performed under supervision of Warden; departmental supervision exercised over detention officers and counselor. Responsibilities include, but are not limited to, assisting in the management of the day-to-day operations of the County Prison; oversees and ensures the safety and security of all employees and inmates in the Prison; maintains order and discipline.

**DETENTION OFFICER**

**Prison**

\$13.22/HR. FT; HSD or GED; must achieve passing score on Compass entrance exam; must possess and maintain valid drivers license; and must possess State of Georgia Correctional Officer I Certification at medium security level (to supervise inmates) or obtain same at first opportunity class is offered after hire date. Job functions include operation of security equipment, radio communications equipment, motor vehicles, firearms, and video monitoring equipment; enforcement of prison rules & regulations; and monitoring of inmate activities and behavior.

**TRACTOR MOWER DRIVERS**

**Public Works Department**

\$9.50/HR. PT Seasonal; HSD or GED; experience in driving tractor with bush-hog attachment. Must possess valid driver's license.

**TAX APPRAISER I**

**Tax Assessor's Office**

\$13.88/HR. FT; HSD or GED; experience in property appraisal or related field preferred. Must possess and maintain valid drivers license, Georgia Real Estate Appraiser Level I certification or obtain same within one year of hire.

**WATER OPERATOR TRAINEE**

**Water Works**

\$10.34/HR. FT; HSD or GED; ability to pass Georgia III Water Operator Certification Test at first opportunity test is offered after hire date; possess and maintain valid drivers license; ability to lift at least 50 pounds and to work with chemicals. Responsibilities, following training, will include operation of water treatment plant, monitoring of water quality and conducting related lab tests, performing various facility and equipment maintenance duties to ensure the water treatment system complies with federal and state regulations.

**NOTES:**

1. Qualifications as stated or any equivalent combination of education, training & experience which provides the requisite knowledge, skills & abilities for job.
2. Hiring dependent passing drug screening, background check (to include employment and criminal), and driving history, if applicable.
3. Application can be found at [www.harriscountygga.gov](http://www.harriscountygga.gov); original application must be submitted. Apply at Harris County Board of Commissioners, PO Box 365, 104 North College Street, Hamilton, GA, 31811, unless otherwise indicated.
4. Resumes without applications are not considered.
5. **IMPORTANT:** If you have recently submitted an application and would like for it to be considered for one or more of the positions you see on the above list, you **MUST** call 706-628-4958 and request that your application be forwarded to the appropriate department for the job you are seeking.