



FULTON COUNTY

Clerk to the Board of Commissioners
Position Available—Open Until Filled



Welcome to Fulton County, Georgia

Located along a seventy mile stretch of the Chattahoochee River, and with Atlanta at its heart, the County is at the center of all that is Georgia, and frankly all that is the Southeast. It is seeking a Clerk to the Commission to join the County's Dream Team. So if you are an outstanding Clerk with strong experience in the management of public records and people, please read on.

With Atlanta as its county seat and the state's capital, Fulton County is rich in history and inspiration. It includes activities that bring together Southern charm and world-class sophistication. Opportunities to enjoy sports, entertainment, the performing arts and museums abound. Home to major sports franchises such as the Atlanta Falcons, Hawks, and Braves, the County's professional sports venues are second to none.

The array of culture is no less impressive. The Woodruff Arts Center hosts the Atlanta Symphony and the Alliance Theater. Touring Broadway plays stop here regularly. The renowned High Museum of Art is among the most visited in the world. Other well-known attractions are the Museum of Design Atlanta, the Atlanta Contemporary Art Center and the Museum of Contemporary Art of Georgia. Emory University's Michael C. Carlos Museum offers the largest collection of ancient art in the Southeast.

The Georgia Aquarium is the largest indoor aquarium in the world and the Martin Luther King, Jr. National Historical Site is a major venue. Other settings include the Atlanta Cyclorama and Civil War Museum, the National Center for Civil and Human Rights, the World of Coca Cola, and the Carter Center and Presidential Library. The Atlanta Botanical Garden and the Zoo Atlanta are also remarkable places.

The County also hosts headquarters for CNN, Coca Cola, Delta Airlines, First Data, Home Depot, Southern Company, SunTrust, and UPS among others. Its colleges and universities are numerous and well regarded. They include Emory, Georgia Tech, Morehouse and Spellman among others.

Housing and lifestyles in Fulton County vary widely and range from post-war neighborhoods to fully sustained communities with a mix of urban and suburban living. Options include urban and rural and everything in between. The best part is homes are generally more reasonably priced than many major metropolitan areas.

In North Fulton County you will find urban settings and casual, country living. Hundreds of acres of parks and open space are there for you to enjoy. The latest addition is a 12,000 seat outdoor amphitheater at Encore Park. Nestled in a 27-acre site, it is part of an entertainment complex that includes a 2,000-seat performance hall and 300-seat theater. With a balance of both community and commerce, North Fulton offers international sophistication and neighborliness and is known today as Atlanta's Golden Corridor.

South Fulton County is home to the world's busiest airport, Hartsfield-Jackson Atlanta International and the new city of South Fulton. The only unincorporated area in the County is also here. At the southernmost part, you will find rural landscapes and nationally recognized smart-growth developments.

All in all, you will not find a better place to live, work, play and raise a family. If you are ready to contribute and join the Dream Team that will take Fulton County to the next level, please apply.

HISTORY

Whether you accept the traditional origins of its name or the more recent interpretation, know that the history of Fulton County is to a large extent the history of Georgia. Its earliest inhabitants were Cherokee and Creek Indians. Early settlers to the area were of English, Scottish and Irish heritage. Created in 1853 from the western half of DeKalb County, it was named either in honor of surveyor Hamilton Fulton or steamboat inventor Robert Fulton.

Burned to the ground during the Civil War, Atlanta was rebuilt and became a center for railroad shipping, industry and business. As the area grew and prospered, two smaller counties were annexed on its northern and southern borders. These additions gave the County its current elongated shape along the Chattahoochee River.

During the 1960s, the County was a major organizing center of the Civil Rights Movement, with Dr. Martin Luther King, Jr., Ralph David Abernathy, and students from Atlanta's historically black colleges and universities playing key roles in the movement's leadership.

Table 1: Fulton County Demographics

Estimated 2016 Population: 996,757			
Distribution by Race		Distribution by Age	
Caucasian	45.3%	0 to 15	19.2%
African American	44.1%	15 to 25	14.3%
Asian	6.4%	25 to 45	31.4%
Native American	0.4%	45 to 65	24.7%
Two or More Races	3.8%	65 to 85	9.1%
Total	100%	Over 85	1.3%
Hispanic (all races)	7.4%		

Educational Achievement (over age 25)	
High School or Higher	91.3%
Bachelor's Degree or Higher	49.8%

Other Statistics	
Median Age-Fulton County	35.0
Median Age-U.S.	37.4
Poverty Rate	17%

Source: U.S. Census Bureau

In the 1970's Hartsfield-Jackson International Airport was modernized and solidified the County’s role as a transportation center. The opening of the Georgia World Congress Center in 1976 heralded Atlanta's rise as a convention city. Construction of the subway system began in 1975, while light rail service commenced in 1979. In 1990, the County was selected as the site for the 1996 Summer Olympic Games.

In the later 20th century, Atlanta and Fulton County became the location of numerous national and international headquarters for leading companies, attracting workers from around the country. As a result, the city and county became more cosmopolitan and diverse.

DEMOGRAPHICS

See Table 1 for Fulton County Demographics.

CLIMATE

Fulton County’s climate falls under the category of “Humid Subtropical”. Highs in the winter tend to be in the 50s and near 90 in the summer while lows range from the mid-30s in the winter to the low 70s in the summer. Summers are usually somewhat wetter than winters. The area is famous for its summer thunderstorms that tend to disrupt air traffic. Although the coldest months are usually quite mild, frosts are not uncommon, and snow is certainly not unheard of.

GEOGRAPHY

Located in the Georgia Piedmont, Fulton County covers 534 square miles (527 square miles of land and 7 square

miles of water). Atlanta is the county seat and the county most resembles a sword with its handle at the northeastern part and the tip at the southwestern portion. (See Figure 1 and 2.) It is situated among the foothills of the Blue Ridge Mountains at an average of 1,050 feet above sea level. It straddles the Eastern Continental Divide and sits atop a ridge south of the Chattahoochee River. Aside from Atlanta, its principal cities are Sandy Springs, Alpharetta, Roswell and Mountain Park in the north with College Park, East Point, Fairburn, Hapeville, Palmetto, Chattahoochee Hills, South, Fulton, and Union City in the south.

COMMERCE

The twentieth century has seen Atlanta, and by extension, Fulton County, become the leading distribution center for goods and services in the southeastern United States. It is a major financial and telecommunications hub. The largest employers in the metropolitan area are listed in Table II, on page 5.

THE GOVERNMENT

Fulton County is a full service county and operates under the Commission-County Manager form of government. The Commission’s Chair is elected at-large and six Commissioners are elected from geographic districts. All are elected to staggered four years terms with elections in November of even numbered years. Historically the Commission has been characterized by stability. The current Chair is in his fourth term, the Vice Chair is in his second term. The other three commissioners are in their first terms. Overall they represent a nice mix of experience and new energy. Some have characterized it as the best



Figure 1: Location of Fulton County



Figure 2: Location of Fulton County-Atlanta is the County Seat

Table 2: Principal Employers, Fulton County, GA

Employer	Employees
Delta Airlines	30,813
United Parcel Service	15,252
Fulton County Schools	12,000
Northside Hospital	10,973
The Home Depot	10,000
Piedmont Healthcare	9,308
Georgia Institute of Technology	8,962
Cox Enterprises, Inc.	8,269
SunTrust, Inc.	5,989
Turner Broadcasting System, Inc.	5,421

Source: Fulton County, GA, 2016 CAFR



commission in recent history. They are all serious about ensuring the County government is the best it can be. They work well together and are respectful of one another.

The County Commission appoints the the Clerk to the Commission, as well as the County Manager, County Attorney and the Internal Auditor. The County has a General Fund Budget of slightly over \$672 million and a little over 5,000 employees. Over the past few years, service delivery to the unincorporated areas has been a bit of an issue and led to the formation of a number of new cities.

THE OFFICE OF THE CLERK TO THE COMMISSION

The Clerk to the Commission serves as official record keeper for all County records. Additionally, the position performs a variety of administrative duties in support of the County Board of Commissioners. These duties include: managing the agenda preparation process, playing a vital role in tracking and facilitating proposed actions of the Commission during meetings, recording actions taken, and keeping the minutes of the Commission meetings.

Other key responsibilities include serving as the focal point/liaison between the Commission and the County's Human Resources Department, Finance Department, Purchasing Office and other County departments. As such, the Office

assists with hiring and on-boarding of staff, purchasing of and payment for supplies and equipment, facilitating the reimbursement of travel, and managing the use of the conference space in the Commissioners' office complex at the County Building.

To accomplish these functions, the Clerk has a budget of a little over \$800,000 and oversees a staff of six permanent employees as well as one part-time individual.

THE CHALLENGES AND OPPORTUNITIES

On paper the position of Clerk is relatively straight forward. That does not mean this job is easy. The three primary challenges the individual will face are: (1) Accuracy. As the County's official record keeper, the Clerk must be certain the records accurately reflect what happened all the time, every time! (2) Focus. The individual works for seven elected officials who, while they all have the best interests of the County and its residents at heart, have different points of view. During meetings, the Clerk must follow exactly what is occurring, be prepared to answer any questions, and remain unflustered. (3) Multiple Priorities. Aside from keeping the records, the Clerk is, in many ways, the office manager for the Commission office complex. (4) Procedures. The Clerk needs to ensure necessary standard operating procedures are established and followed. For example, when a new commissioner is elected, there should be procedures outlining the steps to orient the commissioner and to get his/her office fully functional quickly. He/she has a small staff to oversee. Making sure the office runs smoothly and Commissioners' needs are met requires regular juggling of assignments and multi-tasking.

THE IDEAL CANDIDATE

The Board of County Commissioners is seeking an outstanding manager to work with them and their other key staff as a partner in accomplishing the County's business. The ideal candidate will be achievement oriented, approachable, candid, and straightforward. The individual will understand politics but does not become involved. He/she will be someone who listens well and responds promptly.

Most importantly, the ideal candidate will be meticulous and have a passion for accuracy. The County's records must be precise and correct. They are the definitive record of what has transpired within the organization. Personally, the next Clerk will be upbeat, friendly, outgoing, intelligent, organized, and positive—someone with a "can do" attitude.

The Clerk must have a calm demeanor and be able to focus for lengthy periods in tense situations. Commission meeting discussions can be vigorous, and items can come fast and furious. The Clerk is sometimes called upon to replay the discussion and help the Commission move forward. As such, he/she must always be alert and ready to respond.

The ideal candidate will value customer service. While the Clerk works most closely with the Commissioners and their staffs, he/she will also provide service and information to others such as the County Manager, County Attorney, Department Heads, other county elected officials, and the public. Satisfying everyone's needs is important.



Consequently, the individual will be adept at working with others and care about their needs being met. He/she will expect same from those who report to them.

The Clerk will have excellent communication skills and be comfortable talking to people from all walks of life. The individual will understand bureaucracy, understand how to work within it, and resolve problems in a timely manner.

Although the Office's staff is small, much needs to be done. The Clerk cannot do it all and will need to be an accomplished manager. The individual will not micromanage, but rather will delegate and encourage an environment that inspires growth. At the same time, this job is one where the Clerk must pitch in to get the work done. It is not enough to sit behind a desk and merely give instructions.

The ideal candidate will recognize, mentor and coach talent. He/she will give assignments, set broad performance parameters, and expect results. That said, the Clerk will expect to be kept informed and will hold employees accountable.

The ideal candidate will have at least a Bachelor's Degree in business or public administration, political science or a related field. This education will be supplemented by five (5) years of progressively responsible administrative experience in a government setting including supervisory experience. Others with strong

leadership and management skills and who have reported to a board will be considered. A Certified Municipal Clerk designation is a plus and, if the individual does not already possess that credential, he/she should plan on obtaining it, if hired.

The Commission is looking for someone who will view Fulton County as a destination and not a stepping stone. Ideally, the candidate will stay at least five years and preferably 10.

COMPENSATION

The salary range is \$75,156 to \$112,734.

THE MOST RECENT CLERK TO THE COMMISSION

The most recent Clerk accepted a similar position with a city in Fulton County.

RESIDENCY

Residency within the County is expected but not required.

HOW TO APPLY

Apply ASAP by e-mailing your resume to Recruit39@cb-asso.com. We hope to maintain our current schedule of interviews on July 10th and 11th so we need your materials soonest. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at (561) 707-3537 or David Collier at (772) 220-4320.

THE PROCESS

Interviews will be held on July 9th and 10th with a decision shortly thereafter.

OTHER IMPORTANT INFORMATION

Fulton County is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. All applications will be kept strictly confidential and no names will be released without the candidates' permission.

ADDITIONAL INFORMATION

Additional information about the County and the Office can be found at:

<http://www.fultoncountyga.gov/>

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING