



JOB OPENING

Troup County Government

Position: Executive Director	Department: Strategic Planning	Salary: Depending on Qualifications
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Under the supervision of the Board of Directors for Strategic Planning this position is responsible for representing the Troup County Center for Strategic Planning in various settings around the West Georgia region and cultivating relationships with public and private stakeholders to encourage participation in community initiatives. Also serve in a leadership and administrative capacity to support and assist, where needed, all initiatives/programs of the Center.

Qualifications/Knowledge:

- ⇒ Must have a current valid driver's license
- ⇒ Must have 10 years experience in Communications, Marketing, Public Relations, etc.
- ⇒ Bachelor's Degree in Business, Communications, Marketing, Public Relations or other related field from an accredited college or university or approved equivalent combination of education and experience
- ⇒ Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department
- ⇒ Must have excellent presentation and organizational skills
- ⇒ Knowledge of and ability to facilitate meetings
- ⇒ Must have strong verbal and written communication skills
- ⇒ Must have excellent computer skills; proficient in the use of Microsoft Office suite products
- ⇒ Must have creative skills to find interesting ways to present information and to generate new ideas
- ⇒ Skill in interpersonal relations; must be a self-starter
- ⇒ Knowledgeable of community partners with the ability to network and collaborate
- ⇒ Experience with QuickBooks and general financial guidelines; fundraising skills and experience preferred
- ⇒ Must be able to meet tight deadlines, work well under stress and be detailed oriented
- ⇒ Must demonstrate a strong sense of initiative and be able to perform work independently

Essential Duties and Responsibilities:

- ⇒ Develops and executes strategies to maximize participation by public, private and government stakeholders
- ⇒ Works with Board to create and maintain a strategic plan
- ⇒ Develops and maintains partnerships and facilitate necessary dialogue and integration with all stakeholders, i.e., community groups, key individuals, business and industry and relevant state agencies
- ⇒ Serves as chief spokesperson, makes presentations on behalf of the Center, its programs or new initiatives
- ⇒ Works with the Center for Strategic Planning to provide leadership and administrative support
- ⇒ Works with the Center for Strategic Planning Board to execute and evaluate community goals
- ⇒ Works with the Troup County Government Administration to carry out all duties required to be a part of Troup County
- ⇒ Maintains all corporate and financial records of the Center
- ⇒ Develops budgets, receives invoices and prepare checks for signature following the financial policies of the Center
- ⇒ Works with IT support to update and maintain the Center's website
- ⇒ Works with the Chairman of the Board of Directors to plan and carry out all meetings of the Center; making sure to follow all guidelines for Open Meetings
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until 04/06/2026 on Troup County's website @ www.troupcountyga.gov.

Job #: 03162026 Executive Director

Grade 21

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace