Notice of Vacancy
Adams County Board of Commissioners
POSITION AVAILABLE

Letters of interest and resumes are being accepted for the County Commissioner - District 7 position on the Adams County Board of Commissioners. The appointee will assume duties of the office upon appointment, and will fulfill the remaining term ending January 5, 2023.

Candidates must be a registered voter residing in the District 7 area, which includes voting precincts 2E, 3C and 3E.

Current salary is $21,456.00 per year and a full county benefit package is available.

Adams County Commissioner duties include but are not limited to:

- The County Board is responsible for managing the county funds and county business as outlined in §23-105
- Attend regular Board of Commissioner meetings held on the first and third Tuesdays of every month starting at 9:30 am at the Adams County Courthouse
- Serve on various committees and boards as assigned by the County Board Chairman; these committees meet at various times, possibly including evenings, and may require travel outside of the county
- The Adams County Board of Commissioners also serves as the Adams County Board of Equalization which will include property valuation hearings in July of every year
- The Adams County Board reviews, recommends and implements various policies for the county including those related to personnel, budget and courthouse operating procedure
- Accessibility to receive comments/concerns from the public and address them accordingly
Useful Knowledge and Skills:

- A strong familiarity and interest in communities within Adams County
- A general understanding of county government
- General computer knowledge, commissioners receive frequent email correspondence and view agenda documents on a county assigned laptop
- Knowledge of Open Meeting Laws
- Knowledge and experience in preparing and/or overseeing a budget
- The ability to oversee projects from beginning to end
- The ability to work and communicate effectively within the county organization as well as with the public
- Experience in working with various entities toward a common goal

Application process:

Letters of interest and resumes will be accepted between the hours of 9:00 am – 4:00 pm Monday – Friday at the Adams County Clerk’s Office* located on the main floor of the Adams County Courthouse; 500 W 4th St Suite 109 in Hastings up until March 19, 2021. Applicants will be required to fill out an assessment questionnaire; please allow one hour to complete.

Any questions regarding the position may be addressed to the Adams County Clerk at 402-461-7199 or rthomas@adamscounty.org

*Please note that the clerk’s office will be closed on Friday, February 26th for staff to attend election training