

STEPHEN H. LAYSON

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Dedicated professional with over 17 years of local government experience. A leader with excellent interpersonal and communication skills. A team player who can work independently within the organizational framework. Proven track record of upward mobility and understands the roles of Elected Officials. Civic minded with personal interest in creating a better community to live and work. Related government experience to include:

- Certified EMA Director, 14 years
- Certified ACCG County Commissioner
- Certified Development Authority
- Budget & Finance
- Strategic Planning & Operational Analysis
- Pensions & Employee Benefits
- Organizational Change & Development
- Capital Improvement Program
- Policy & Procedure
- Certified NIMS Training – 100, 200, 300, 700, 800

RELEVANT LOCAL GOVERNMENT EXPERIENCE

BIBB COUNTY, MACON, GA

2005 - PRESENT

Chief Administrative Officer (CAO)

Supervises the day-to-day operations of Bibb County Government. Advises the Board of Commissioners on matters relating to budgeting, finance, purchasing, human resources, engineering, public works, buildings and properties, information technology and Lake Tobesofkee:

- Manage \$100 million plus budget.
- Supervise over 1,250 employees, retirees and appointed department heads.
- Serve as Interim Director for Human Resources for fourteen months.
- Serve as Interim Director for Information & Technology for two years.
- Liaison to Regional Commission, Macon Area Transportation, Macon Transit Authority, Chamber & Development Authority, Courts, D.A., Public Defender, Sheriff's department.
- Responsible for compliance with county, state and federal regulations.
- Created open door policy for citizens and employees.
- Decreased overall budget and increased efficiency by reorganizing departments and out sourcing jobs.
- Managed FEMA disaster in Mother's Day tornado 2008 with estimated County damages over \$4 million.
- Managed \$30 million jail expansion project & renovations on historic courthouse.
- Established Going Green Committee, implemented several cost cutting green initiatives.

SELECTED ACCOMPLISHMENTS:

- Reduced OPEB liability by 25%.
- Developed new pay and benefits package for new employees.
- Successfully implemented Service Delivery Strategy with merger of four city departments.

JONES COUNTY, GRAY, GA

2004 - 2005

County Administrator

Hands on supervision of the day-to-day operations of Jones County. Responsible for all of the activities of public works, parks and recreation, water system and coordination with outside agencies (Sheriff's dept., Courts, Development Authority, Chamber and EMS):

- Managed \$15 million budget and budget process.
- Supervised 250 employees, including six (6) department heads.
- Reduced overall budget by implementing 4-day work week for public works.
- Managed courthouse restoration project.
- Increased productivity by coordinating and implementing new IT system.
- Oversaw of construction of three (3) fire departments.
- Negotiated with public and private sector entities on a variety of issues ranging from development and growth, to service contracts.

PUTNAM COUNTY, EATONTON, GA
Chairman, Board of Commissioners

1993 - 2004

Served 4 years as the chairman, 8 years as a district commissioner. As chairman, the position was administrative for a fast growing community that faced quality growth issues such as transportation, zoning, recreation and planning. As district commissioner my role was legislative:

- ❑ Managed \$22 million budget and supervised 12 departments comprised of 360 employees.
- ❑ Managed emergency management services for FEMA after the storm of 1992-1993.
- ❑ Lowered the millage rate five (5) times in 12 years.
- ❑ Increased resources to citizens by expanding services for county wide water, garbage, EMS and lake patrol.
- ❑ Implemented comprehensive land use plan that dealt with the tremendous growth.
- ❑ Project Coordinator for new courthouse.

SELECTED ACCOMPLISHMENTS:

- Board Member and Co-Founder of Sinclair Water Authority (2002 – 2004)
- Board Member, Regional Development Center of Middle Georgia (2001 – 2004)
- Board Member, Putnam County Health Department (2001 – 2004)
- Criminal Justice Coordinating Council appointed by Governor Zell Miller (1997 – 2001)
- Commissioner, Putman County (1993 – 2001)
- Board Member, Putnam County Jury Council (1990 – 1993)

OTHER PROFESSIONAL EXPERIENCE

REYNOLDS PLANTATION, GREENSBORO, GA

1999 - 2002

Served as the *Vertical Projects Manager* of the model homes program. Responsible for the planning and development of a series of homes for property owners to choose and build from. Coordinated the architectural review committee which critiqued and modified blueprints to conform to the community's vision for a premier 10,000 acres development.

STATE OF GEORGIA, EATONTON, GA

1992 - 1999

Served as the *Federal Projects Counselor Coordinator* to the State of Georgia prison system. Coordinated programming for Putnam's Boot Camp, a new 90-day program instituted by Gov. Zell Miller to deter youthful offenders. Taught AA & NA classes. Established a GED and testing program. Counseled youth to establish goals and set priorities.

ENTREPRENEUR, EATONTON, GA

1984 - 1992

As a professional *Real Estate Developer*, I built, owned, and operated six retail businesses across the State of Georgia. Developed 104 acres into a successful neighborhood development. Developed several retail and commercial properties for other private owners.

EDUCATION/CONTINUING EDUCATION

- ⊕ **Georgia College & State University - B. S. Degree**
Emphasis on Political Science, Public Administration, Social Studies and Criminal Justice
- ⊕ **State of Georgia** - Emergency Management Director
- ⊕ **University of Georgia** - Academy for Leadership, Association of County Commissioners
- ⊕ **University of Georgia** - Certified Development Authority
- ⊕ **University of Georgia** - Advanced Certified County Commissioner
- ⊕ **University of Georgia** - ACCG Certified County Commissioner

COMMUNITY/PROFESSIONAL MEMBERSHIPS

- Macon Museum of Arts & Sciences
- Historic Downtown Macon Society
- Macon/Bibb County Chamber of Commerce
- Rotarian Society of Macon
- Alumni Association of Georgia College & State University
- Macon/Bibb County Clean Air Coalition
- Association of County Commissioners of Georgia
- National Association of Commissioners
- Georgia City/County Managers Association

REFERENCES FURNISHED UPON REQUEST