

**Stephen (Steve) C. North**  
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#### EDUCATION

BA – Political Science (March 1981) – University of Georgia  
MPA (June 1984) – University of Georgia

#### EXPERIENCE

**Rite Aid Pharmacy**  
**2580 Winder Highway**  
**Dacula, GA 30019**

*Shift Supervisor* (December 2011 – current)

Exercise independent judgment and discretion to lead and assist store associates through the execution of business plans and objectives to drive sales, be profitable and provide a positive customer and associate experience. Attend to opening and closing the store and maintaining accountability for cash handling and appropriate banking. Enforce company policies and procedures while ensuring all daily activities align with the expected operating standards, merchandising and budgeted financial targets.

**Gwinnett County Board of Commissioners**  
**Lawrenceville, GA**

**1996 - 2011**

*Director of Support Services* (November 2007 – June 2011)

- Used independent judgment to manage Department of 105 employees with operating budget of \$14.7 million and capital budget of \$62.1 million; Department divisions included:
- Facilities Management consisting of all operations and maintenance of over one million square feet, records management, mail services, janitorial, cafeteria and vending;
- Fleet Management for 2,200 vehicles and pieces of equipment
- Fuel Management for joint County/Schools/Cities use with eleven fuels sites countywide
- Capital Project Management to design and build libraries, fire stations, police precincts and other general purpose facilities
- Real Property Siting, Negotiation, Acquisition, Management and Disposition
- Contract management for many services i.e. janitorial, maintenance, engineering, design, environmental

*Deputy Director of Support Services* (March 2000 – November 2007)

- Assisted in developing and managing to accomplish department goals and objectives, budget, general administration and human resource functions
- Managed real property acquisition and disposition
- Coordinated and implemented special projects including 'Fixing Broken Windows' which became County Quality of Life function, and SAP Customer Relationship Management (CRM) software system

*Assistant County Administrator* (December 1996 – February 2000)

- Supported the County Administrator by coordinating special projects and investigating matters of concern. Projects included census coordination and initial service delivery strategy with cities
- Coordinated and facilitated interdepartmental functions and projects
- Responded to requests and questions from county officials and constituents

**Murray County Board of Commissioners  
Chatsworth, GA**

**1993 – 1996**

*County Manager*

- Managed day-to-day operations and functions of the Murray County BOC, including: Fire; 9-1-1; Recreation; Building Inspections; Public Buildings; Public Works; Landfill and Senior Services
- Developed and administered policies and procedures for departments
- Served as liaison between the BOC and citizens; responded to inquiries and resolved issues as necessary

**Walton County Board of Commissioners  
Monroe, GA**

**1988 – 1990  
1990 – 1996**

*Administrative Assistant to the BOC (May 1988 – February 1990; November 1990 – April 1993)*

- Managed day-to-day operations and functions of the Walton County BOC by coordinating department functions and assuring that Board policies and ordinances and laws of the state were followed
- Assisted in the development and oversight of a budget over \$13 million
- Administered property and casualty insurance and purchasing functions

**Oconee County Board of Commissioners  
Watkinsville, GA**

**1990**

*Administrative Assistant to the BOC (February 1990 – November 1990)*

- Supervised the daily functions of the departments of Animal Control; Water/Sewer and Emergency Management
- Advised and recommended to the BOC various policies and procedures related to human resources, right-of-way acquisition and general operations
- Assisted in the development and implementation of the County budget

**Clarke County Board of Commissioners  
Athens, GA**

**1984 – 1988**

*Central Services Manager (Intern in position January 1984 – July 1984)*

- Developed and administered the Central Services budget, including indirect costs determination
- Updated and maintained fixed assets system
- Managed centralized mail, telephone and print shop functions
- Original duties included risk management and purchasing which were reorganized into separate divisions

**CONTINUING EDUCATION, PROFESSIONAL AFFILIATIONS, AND VOLUNTEER ACTIVITIES**

- Leadership Gwinnett (Class of 1999)
- International City Management Association (ICMA)
- Georgia City/County Management Association
- Certified Finance Officer – Level I
- Associated County Commissioners Georgia – Certified Public Official
- Gwinnett United in Drug Education (G.U.I.D.E.) 14 years; Chairman 10+ years
- Gwinnett Relay for Life – Co-Chair 2010 - 2011; Logistics Chair 2007 – current
- Mill Creek Athletic Association – Basketball Board League Director and Coach 2004 – present