

GEORGIA

COUNTY MARKETPLACE

POWERED BY **ACCG**

Georgia County Marketplace Portal Guidelines for Counties

The Georgia County Marketplace was created to provide counties with a centralized location to post listings for job openings, bids, requests for proposals and consulting opportunities. Counties (and related organizations such as Development Authorities, Airport Authorities, Water Authorities, etc.) may post listings on the Georgia County Marketplace at no cost. ACCG will promote the Georgia County Marketplace through outreach to counties, business community contacts, communications and social media outreach and through other means.

REGISTER FOR AN ACCOUNT

1. Go to: <https://marketplace.accg.org/>
2. Click on Register in on the top right corner of the screen.
3. Enter the information in the requested fields.
4. Click Submit.

Your account will be submitted to ACCG for approval. Please allow up to two business days for your account to be reviewed. If you need assistance more quickly, please email accgmarketplace@accg.org or call 404-522-5022.

You will receive an email confirmation when your account is approved, and you are able to post listings.

HOW TO POST LISTINGS

To submit a listing, log into your account. You will see two options at the top of the page:

- Submit an Employment Opportunity
- Submit Bid, RFP & Consulting

To Submit an Employment Opportunity, please provide the following information:

Job Title	Required
Brief One-Sentence Description	Required
Category (Select from Dropdown)	Required
Type (Full Time, Part Time, Internship)	Required
County/Organization	Required
Description (Length?)	Required
Contact Name	Optional
Contact Email	Optional
Contact Phone	Optional
Listing Details (Website Link)	Optional
Listing Start Date	Starts when listing is approved unless otherwise selected.
Listing End Date	Automatically expires in 45 days unless otherwise selected.
Attachments (PDF, Word Doc, Images)	Optional

When finished, click on Submit Listing.

Submit a Bid, RFP or Consulting Opportunity, please provide the following information:

Title	Required
Brief One-Sentence Description	Required
Category (Select from Dropdown)	Required
Type (Bid, RFP, Contract, Consulting)	Required
County/Organization	Required
Description (Length?)	Required
Contact Name	Optional
Contact Email	Optional
Contact Phone	Optional
Listing Details (Website Link)	Optional
Listing Start Date	Starts when listing is approved unless otherwise selected.
Listing End Date	Automatically expires in 45 days unless otherwise selected.
Attachments (PDF, Word Doc, Images)	Optional

When finished, click on Submit Listing.

You will receive a confirmation email when the listing is submitted and when it has been approved.

HOW TO EDIT OR DELETE A LISTING

To edit or delete a listing on Georgia County Marketplace, email accgmarketplace@accg.org or call 404-522-5022.

HOW TO TRACK LISTINGS

You may track your listings by using the dropdown menu in the top right corner of the screen. Click on My Submissions to see Active and Expired Submissions. From this screen, you can view your submissions and request extensions.

HOW TO EXTEND A LISTING

Listings are automatically set to run for 45 days unless a shorter timeframe is selected.

You will receive an email approximately 72 hours before your listing expires asking if you want to extend the listing. Click on the link provided in the email to extend the listing for another 45 days. If you want to extend the listing for a shorter timeframe, please email accgmarketplace@accg.org or call 404-522-5022.

You may also request an extension on your submission by clicking on the dropdown menu in the top right corner of the screen. Click on My Submissions and then Request Extension to send the extension request. After being reviewed, the listing will run for another 45 days. If you want to extend the listing for a shorter timeframe, please email accgmarketplace@accg.org or call 404-522-5022.

FREQUENTLY ASKED QUESTIONS

Who can post job opportunities or bid, request for proposal or contract projects on Georgia County Marketplace?

Only listings associated with counties (including positions for county government, county (or joint) authorities, the sheriff's office, courts, etc.) will be approved for the Georgia County Marketplace on this website. ACCG also will approve listings for regional commissions. Regional commissions who would like to be added to the organizations should contact ACCG Director of Administration & Operations Beth Brown at bbrown@accg.org or 770-262-5092.

Listings for city governments should be posted on the [Georgia Local Government Access Marketplace](#). Please contact the Georgia Municipal Association at 404-688-0471.

Can a county have more than one person list positions on Georgia County Marketplace?

Yes, counties may have more than one person with a user account for the Georgia County Marketplace. All accounts, as well as postings, will be reviewed and approved before they become active. You will receive a confirmation email when you have submitted a request to create an account as well as when it is approved. You also will receive confirmation emails when listings are received and posted.

If I am with a sheriff's office, development authority, etc. and want to post a listing, what do I do?

First, you will need to create a user account by clicking on Register in the top right corner of the website. Once your account is approved, you can submit listings. You will click on the county name, then select the best category for your listing.

How do I edit or delete a listing?

Once a listing has been posted, you can only request for it to be edited or deleted by emailing accgmarketplace@accg.org or calling 404-522-5022.

Can I have a listing reposted after it has expired?

Once a listing has expired, you can request for it to be reposted by calling accgmarketplace@accg.org or calling 404-522-5022.