

ASSISTANT COUNTY MANAGER
GRADE 85- EXEMPT
General Statement of Duties

Serves as an integral member of the management team that oversees the administration of Person County Government. Assists the County Manager in administering and coordinating County programs and services. Manages special projects as assigned by the County Manager.

Distinguishing Features of the Class

An employee in this class provides direct supervisory and liaison responsibilities for specific departments and services as delegated by the County Manager. Work includes strong participation in budget development and administration, participation as part of the County leadership team in long range and short term organizational planning and management of people and resources, and serving in the absence of the County Manager. Employee is responsible for leading, facilitating and coordinating the implementation phase of the Strategic Plan among community partners and county staff. Employee must exercise considerable independent judgment and discretion in handling management issues. Work requires significant skills in interpersonal communications, organizational development, building consensus, and clearly articulating goals and programs both internally and externally as well as strong knowledge of local government functions and management, budgeting, human resource management, and effective use of information technology. Work is performed under the direction of the County Manager.

Duties and Responsibilities

Essential Duties and Tasks

Manages various County departments as delegated by the County Manager; communicates County vision, mission, and goals and works with department managers to carry these out.

Participates in the development and administration of the County budget; assists with identifying and obtaining various grant revenues etc.; works to insure modern, effective and efficient methods are employed in program execution; participates in the management of county resources, capital facilities, and infrastructure.

Participates in the management of assigned departments to include leadership, motivation, communication, conflict resolution, hiring, promotions, employee relations, employee development, mentoring, performance coaching and evaluation, and compensation.

Manages special projects and assignments for the County Manager involving politically sensitive and complex issues.

Leads the implementation phase of the County's Strategic Plan among community partners and county staff.

Drafts, recommends, and implements administrative policies and procedures.

Reviews items from departments for consideration by the Board of County Commissioners;

Answers requests for information; investigates and resolves complaints.

Attends meetings as a representative of the County Manager.

Serves in the absence of the County Manager.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Comprehensive knowledge of the principles, practices, and functions involved in local government management.

Thorough knowledge of State laws and regulations affecting County Government.

Thorough knowledge of the principles and practices of public finance administration and budgeting.

Thorough knowledge of the principles and practices of leadership, employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.

Considerable knowledge of laws, policies, and progressive practices in a variety of phases of county administration including budget, personnel, purchasing, infrastructure management, planning and other functional areas.

Considerable knowledge of the application of information technology to improving the efficiency, effectiveness, and customer service functions of County services.

Skill in conflict resolution, public speaking and meeting facilitation.

Ability to help conceive and articulate a vision of organizational excellence that inspires staff and community to high levels of achievement.

Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.

Ability to plan, project, and determine priorities for service delivery to citizens.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to coordinate and direct a wide variety and array of County services through department heads and other staff support positions.

Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Board of Commissioners, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts, and detailed materials, operate a computer, inspect sites, use measuring devices, to figure computations, and to read extensively.

Desired Education and Experience

Graduation from an accredited college or university with a graduate degree in business or public administration or related field and five (5) years of progressively responsible local government experience. Two years supervisory experience is required. Prefer MPA degree.

Person County

2012

2010