

## County Manager

Pasquotank County, NC

### JOB DETAILS

- **Job Function:** County Manager
- **Salary:** The salary range is open, dependent upon qualifications.
- **Position Type:** Full Time
- **Population:** 39,829
- **Where:** Pasquotank County  
206 E Main Street  
Elizabeth City, NC 27909  
Phone: 252-335-0865
- **Form of Government:** Board of Commissioners/Manager

### Community

Pasquotank County is centrally located in northeastern North Carolina, just an hour from both Norfolk, Va., and North Carolina's Outer Banks.

### Position Summary

The Pasquotank County Manager position is an excellent opportunity for a talented public-sector professional to make a difference in a dynamic and well-managed county. If you are looking for a challenging and rewarding career opportunity, this is the right position for you.

The County operates under a manager form of government. The seven members of the Board of Commissioners are elected from a combination of districts and at-large on a partisan basis and serve staggered four-year terms. The Board of Commissioners is the policy-making and legislative authority for the County. The Manager is responsible for insuring the plans and priorities of the Board are carried out by County staff. The position is the leading authority to ensure the provision of effective services through the coordination and direction of County operations. The County has been served by just two managers in the past thirty one years. (Total Budget/All Funds - \$56 million, FTEs- 350)

### Qualifications

- Bachelor's degree in Public Administration or a related field; Master's degree in Public Administration or related field is preferred.
- Five years of increased responsibility in public administration, including three years of supervisory/management responsibility.
- Possess strong financial aptitude and demonstrated budget and financial management skills.
- Strong communication skills, both orally and in writing.
- Knowledge of organizational management principles and ability to apply to public sector organizations.
- Ability to establish and maintain effective working relationships with a variety of people/groups such as board members, directors, consultants, other government entities, and the public.
- Ability to communicate with the public, present proposals, discuss problems and respond to complaints.

Pasquotank County offers a competitive salary to commensurate with qualifications and experience. Benefits include health insurance, retirement plan, and a generous leave package to include vacation, sick, and holiday leave.

**HOW TO APPLY**

Post Date: November 15, 2017  
Filing Deadline: December 15, 2017, 5:00 PM

For a full job description, visit <http://www.co.pasquotank.nc.us/> Please submit a letter of interest and resume to:

Pasquotank County Board of Commissioners  
Chairman Cecil Perry  
Attn: Lynn Scott, Clerk to the Board  
P.O. Box 39  
Elizabeth City, NC 27907-0039

Pasquotank County is an Equal Opportunity Employer. We consider applications for all without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.