



EMPLOYMENT OPPORTUNITY  
Hertford County, North Carolina

**COUNTY MANAGER** – Hertford County Board of Commissioners are seeking a skilled professional with proven leadership ability to serve as the next County Manager. Hertford County prefers a County Manager who will successfully establish and foster internal and external relationships. General duties include complex management, supervision, and administration of County government.

Requires thorough knowledge of local government management and administration, procedures and equipment, comprehensive knowledge of the organization and functions of county government. Must be proficient with the English language and mathematics, must have strong written and verbal communication skills with the ability to listen, discern and understand activities at public meetings and follow-up action as needed. Requires attendance at night meetings. The successful candidate must be able to work in a complex, fast-paced environment, have strong finance/budget/administrative/leadership skills while encouraging economic development in Hertford County, have the ability to function both independently and as a team player. In addition, the County Manager will lead departments and build teams to provide quality services to the County's citizens while receiving direction from a five-member Board of Commissioners, have a strong knowledge of local, state and federal laws and guidelines as well as the ability to provide good communication and transparency of all County business.

**Qualifications:** A Bachelor's Degree in a related field with an extensive background in local government; or a Master's Degree in Public or Business Administration, Public Policy, Finance, Economics, or a related field and experience in local government preferred; or an equivalent amount of education, training and experience in local government management. Prefer candidates have seven or 10 years of progressively responsible experience in county or municipal government at an executive level.

Hertford County residency will be required as a condition of employment.

A complete job description and County Application can be found on the Hertford County website, [www.hertfordcountync.gov](http://www.hertfordcountync.gov). Submit letter of interest, resume, salary history and work-related references along with a completed County Application in confidence to: Mr. Ronald J. Gatling, Chairman of the Board of Commissioners, Hertford County Commissioners' Office, 115 Justice Drive, Suite 1, Winton, NC 27986; (252) 358-7823.

Review of applications will begin November 6, 2019.

Position is open until filled.

Salary may be negotiable based on experience and qualifications.