

# Deputy County Manager

Camden County, North Carolina is seeking a highly skilled, well-qualified professional for the position of Deputy County Manager to perform executive-level duties while consulting with the County Manager regarding functions such as; Operations, Economic Development, Finance/Budgeting, and special projects.

Camden County has a Commissioner - Manager form of government and is governed by an elected five-member Board of Commissioners. The county government is divided into more than 12 departments and has approximately 101 employees with a general fund of \$14M.

The hiring salary is approximately \$80-\$95K with an excellent benefits package including 401K.

Interested applicants should complete a [Camden County application](#), submit a cover letter and resume to: Beverly J. Fonville, Human Resources Specialist, P. O. Box 190, Camden, NC 27921, or email to: [beverlyfonville@camdencountync.gov](mailto:beverlyfonville@camdencountync.gov); the first review of applications will begin on July 28, 2021.

## General Definition of Work

Performs complex, executive work, consults with the County Manager while planning, directing, and coordinating overall County operations, ensuring proper operations, staffing and budgeting, advising and assisting the Board on operations and governance and related work as apparent or assigned. Work is performed under the general direction of the County Manager and the Board of County Commissioners. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

## Essential Functions

Member of the Executive Team.

A demonstrated knowledge of legal, business concepts/economic development.

Works closely with the County Manager assisting with the development of long and short-term goals.

Research and prepare documents for Commissioners and County Manager.

Participates in strategic planning sessions; evaluates department operations and makes sound recommendations to improve efficiency and productivity.

Reviews and prepares correspondence and reports.

Attends regularly scheduled Board meetings; aid in the preparation of the agenda packet for board members and coordinates preparation of the Board agenda.

Prepare reports and make presentations during the board meetings as assigned.  
Work effectively with the County Manager, Clerk to the Board, key staff, and departments heads; ability to take the lead on assigned projects.  
Oversee construction, land acquisitions, and current major projects; ability to manage multiple projects and assignments simultaneously.  
Provide status updates while ensuring costs stay within the budget; ability to meet deadlines.  
Represent the County Manager at various meetings, community events, and conferences.  
Effective communication skills both orally and in writing, ability to cope with day-to-day rigors of the office.  
May be required to provide appropriate responses to citizens and/or media inquiries, contractors, consultants, community organizations, local and state agencies.

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to work with a diverse group of people, a self-starter; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of large operating agencies; ability to establish and maintain effective working relationships with associates, subordinates and the general public.

### **Education and Experience**

A graduate degree in Public Administration or a similar field is preferred with 3 – 5 years experience in local government. Bachelor's degree from an accredited four-year college or university in public administration, business management, or related field with considerable experience of an increasingly responsible nature in state or local government. Experience in North Carolina Local Government is a plus.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking, or hearing and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas through the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Camden County is an Equal Opportunity Employer