

County Manager

The Board of Commissioners is seeking an innovative, high-energy leader with strong interpersonal skills, high emotional intelligence, personal and professional maturity, and self-confidence. The County Manager should be active and visible in the community, accessible and responsive to citizens, assist in balancing sound growth and development while preserving the character of this community. He or she will work to enhance public facilities and services with a continued focus on sound financial management.

Desired Characteristics

- Visionary, creative, thoughtful, open to new ideas
- Ability to develop and recommend innovative but sound policies and programs
- Professional and collaborative leadership and management style that allows County employees to make productive contributions to serving our citizens as a cohesive and coordinated team through clear communication of general expectations
- Project management experience and capability
- Open-minded, flexible, adaptable, and accommodating to different leadership styles and citizen viewpoints
- Experience working with diverse groups to increase opportunities for inclusiveness and equality of opportunities
- Demonstrated strong organizational and management skills, ability to make sound, timely decisions after consideration of relevant information and alternatives, with follow-through and results in the community
- Proven track record of building trust and credibility while recognizing and respecting the expertise and capabilities of department directors, with accountability and recognition for achievements, and a commitment to productive professional development
- Strong media relations, public presentation, proficiency in social media, and ability to be an effective spokesperson and ambassador for the County
- Commitment to maintaining a productive working relationship with state government, other local governments, public schools, businesses, and valued community organizations and institutions
- Impeccable integrity committed to the high ethical standards of the local government management profession and transparent government operations, ability to establish a high level of credibility with citizens

General Definition of Work

Performs complex executive work 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 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 individuals with disabilities to perform the essential functions.

Essential Functions

Plans, directs, and supervises the activities and daily operations of all County officials and departments. Reviews and prepares correspondence and reports; coordinates Board agenda; attends meetings of the Board and other entities.

Prepares and submits the annual budget and capital improvement program to the Board and executes the budget and capital improvement program adopted by the Board; approves all disbursements and expenditures as budgeted and/or authorized by the Board.

Provides and receives information from Board members, department heads, subordinates, other officials, and citizens.

Reviews monthly department reports, status reports, financial reports, and personnel action forms to remain informed of new developments and recommendations. Conducts weekly and monthly meetings with select staff and department heads.

Performs and/or coordinates special projects; oversees construction and land acquisitions.

Recommends programs proposed by various departments to the Board after reviewing and discussing with departments heads.

Conducts day-to-day, short-term, and long-range planning as necessary to manage the office and the County; assists various departments and prepares goals and objectives that have long-term effects on County citizens.

Appoints, suspends, discharges, and transfers County employees; administers disciplinary actions.

Advises and assists department heads and other elected or appointed officials who are not under the direct control of the Board.

Acts as Public Information Officer for the County; prepares and lobbies for legislative agenda.

Knowledge, Skills, and Abilities

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances, and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives, and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, County Commissioners and the public; 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 related field is preferred. Bachelor's degree required 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, or equivalent combination of education and experience. 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 utilizing 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).

Special Requirements

**Residential Requirement – Once selected, must reside in Camden County, NC

Valid driver's license in the State of North Carolina.