

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY**

July 22, 2021

County Manager

Northampton County is accepting applications for an opening in its Administration Department. The Northampton County, County Manager is a highly visible position that requires an individual with the ability to motivate, communicate effectively, lead, plan and execute within county budget parameters. The County Manager is the Chief Executive Officer for the County. This position is responsible for supervising county personnel, preparing and submitting the annual budget, working closely with the Board of Commissioners and to determine the goals and objectives needed to provide efficient and effective services to county citizens. The County Manager attends all Commissioners meetings and other necessary county meetings. The County Manager is also responsible for executing orders, ordinances and resolutions, in addition to ensuring all annual financial audits are submitted to the Local Government Commission in a timely manner.

This position reports to the County Board of Commissioners and serves at the pleasure of the Board. The successful candidate must be an innovative leader and team builder with strong interpersonal skills and a proven ability to effectively interact with elected officials, employees, business leaders and citizens.

Education: Bachelor's degree in a related field, however preference is for a Master's degree. Management level local government experience or comparable background in public administration. Valid Drivers' License and background check with law enforcement is required.

PLEASE SUBMIT A LETTER OF INTEREST, RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE AT www.northamptonnc.com

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson, North Carolina 27845

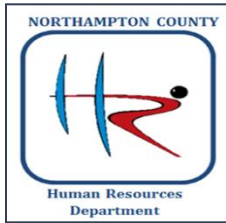
CLOSING DATE – OPEN UNTIL FILLED

THE COUNTY WILL OFFER A COMPETITIVE SALARY AND BENEFITS PACKAGE TO THE SELECTED CANDIDATE WHICH WILL BE COMMENSURATE WITH EXPERIENCE, EDUCATION AND PROVEN ABILITY.

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



Northampton County Local Government Job Description County Manager

General Statement of Duties

Performs management, professional, and administrative duties as the Chief Executive Officer (CEO) for the County.

Distinguishing Features of the Class

An employee in this class manages, directs, supervises, and implements the goals and objectives of the Board of County Commissioners, who are elected by the citizens. Services provided are accomplished through department heads or other elected and/or appointed officials who are accountable for daily operational details. Duties include short and long range planning, budgetary direction and guidance, personnel responsibilities, capital improvements planning, and working closely with the Board on major initiatives and priorities. The employee must utilize independent judgment and initiative in planning and directing the fiscal control system and personnel systems and providing guidance to the Board in administrative matters. Work is performed in accordance with established local government finance procedures, local ordinances, and the North Carolina Statutes. Work is performed under the general direction of the Chairman of the Board and Board members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

Duties and Responsibilities

Essential Duties and Tasks

- Manages and/or coordinates the mission of County government through the department heads or other elected or appointed officials; works with them to establish long and short range goals and assure effectiveness and efficiency of services provided
- Coordinates and works with the Chairman and Board of County Commissioners on planning and policy development for County services; develops agendas for Board meetings; and assures resources and supporting documentation for actions present
- Serves as Budget Officer and Budget Developer for the County; balances budget, seeks innovative and creative methods of financing, and makes professional and reasonable recommendations for expenditures of County funds; assures proper and timely investment of County's funds.
- Provides professional and technical advice to Board on policy, planning, and legal matters; researches and makes recommendations to Board on new programs, services, and initiatives.
- Coordinates and works with department heads or other elected or appointed officials in assuring policies, laws, and ordinances are workable, enforced, and fairly implemented
- Meets with community groups, citizens, and other public agencies (State, EPA, State Treasurer, etc.) about specific programs, services, policies, and other issues as needed
- Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State, County, Cities and towns etc.).
- Demonstrates leadership and sound decision making skills in emergency and controversial situations.
- Submits periodic progress reports, annual status of goals achieved, financial statements and other reports to the Board.

Additional Job Duties

- Responds to numerous questions regarding the phases of government operations from both staff and general public.
- Performs special projects and does research for Board information.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the County Manager, Board of Commissioners, and other public officials.
- Thorough knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.
- Thorough knowledge of the principles and practices of public finance administration, including principles and practices of fiscal accountability.
- Considerable knowledge of laws, policies, and current practices in a variety of phases of county administration including budget, personnel, purchasing, utilities, planning and other functional areas.
- 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 manage, direct, monitor, and evaluate department heads and other employees.
- Ability to coordinate and direct a wide variety and array of County services through department heads, other staff support positions, and/or other elected or appointed officials.
- Ability to develop and maintain an 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.

Desirable Educational and Experience

Graduation from a four year college or university with a major in public administration, business management, or related field and considerable experience in a management level with a public sector organization, preferably in a municipal environment; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift objects
- Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, and perform visual inspections.

Position Classification

Exempt (Salaried)

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. This job description defines the scope of duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.