

PASQUOTANK COUNTY JOB ANNOUNCEMENT

Job Title: Assistant County Manager

Annual Salary Range: \$80,541 - \$114,815

Opening Date: Tuesday May 10, 2022

Closing Date: Friday June 10, 2022 5pm



GENERAL STATEMENT OF JOB

The Assistant County Manager serves as second in command to the County Manager in carrying out the administrative functions of the County. Coordinates and evaluates the operations and projects of various County departments and programs and supervises staff. As a member of the County Management Team, the incumbent provides assistance and support to the County Manager in making decisions and recommendations regarding the overall operations of the County. Reports to the County Manager.

ESSENTIAL JOB FUNCTIONS

Serves as Public Information Officer of the County.

Serves as Chief Administrative Officer in the absence of the County Manager as required.

Carries out special projects and initiatives.

Performs supervisory duties as necessary including assigning and reviewing work; program planning; maintaining standards; coordinating activities; acting on employee problems; recommending transfers, promotions, disciplinary actions, and terminations.

Assists the County Manager in coordinating budget, personnel, and administrative policy matters as required to ensure compliance and maintain operational standards; develops recommendations for new programs, revision, policy modifications and ordinances for presentation to the County Manager.

Responds promptly to constituent complaints or inquiries by gathering information, coordinating with county staff or others; discusses constituent complaints or inquiries with the County Manager and receives direction; responds to constituent; researches and follows up on status of projects or pending issues.

Serve as liaison with County departments and County management to assure active and frequent communication by and between County management and departments.

Performs and/or directs the creation of analytical studies, the review of findings, the evaluation of alternatives, and the preparation of reports and presentations as necessary.

Attends a wide variety of meetings during both workday and evenings.

Represents the County's interests in working with a broad range of stakeholders to resolve often complex and sensitive issues.

MINIMUM TRAINING AND EXPERIENCE

Requires a master's degree in Public Administration, Business Administration, or a related field from an accredited college or university. Candidate must have five to seven years of progressively responsible administrative experience as a department head or at a management level in local government. An equivalent combination of education, training, and experience which demonstrates the required knowledge, skills and abilities to perform the duties of the position will be considered.

Valid NC driver's license is required. Willingness to establish residency in Pasquotank County.

Applications and Resumes may be submitted to:

Pasquotank County Human Resources

206 E Main Street Elizabeth City, NC 27909

Gayle McCullen mcculleng@co.pasquotank.nc.us

Markieta James jamesm@co.pasquotank.nc.us

Pasquotank County is an Equal Opportunity Employer