

EMPLOYMENT OPPORTUNITY
Gates County, North Carolina

Assistant County Manager – The primary purpose of this position is to serve 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 Administration, the Assistant Manager provides assistance and support to the County Manager in making decisions and recommendations regarding the overall operations of the County and reports to the County Manager.

Requires a bachelor's degree; master's preferred in Public Administration, Business Administration, or a related field from an accredited college or university. The candidate must have five or more 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 Gates County. Annual Salary Range \$ 68,990 – 106,935

Complete job description and County Application can be found on the Gates County website. Submit letter of interest, resume, and work-related references along with a completed County Application in confidence to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 01005. Review of applications will begin October24, 2022. Position is open until filled. Gates County is an equal opportunity employer.

www.gatescountync.gov

ASSISTANT COUNTY MANAGER

General Statement of Duties

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 Administration, the Assistant Manager provides assistance and support to the County Manager in making decisions and recommendations regarding the overall operations of the County and reports to the County Manager.

Duties and Responsibilities

Essential Duties and Tasks

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 and coordinating activities.

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, revisions, policy modifications, and ordinances for presentation to the County Manager.

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

Serves as liaison with County departments and County management to assure active and frequent communications by and between County management and departments, may be assigned management oversight of certain departments as determined by County Manager.

Performs and/or directs the creation of analytical studies, review findings, evaluate alternatives, and prepare 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 analyze and provide recommendations on often complex and sensitive issues.

Additional Job Duties

Performs related duties as required.

Minimum Training and Experience

Requires a bachelor's degree; master's preferred in Public Administration, Business Administration, or a related field from an accredited college or university. The candidate must have five or more 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.

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