



JOB DESCRIPTION

JOB TITLE: Assistant County Manager

JOB CODE: 01280

DEPARTMENT: County Manager

FLSA STATUS: Exempt

REPORTS TO: County Manager

SUMMARY OF JOB PURPOSE

Plans, coordinates, and provides direction to specified County operating departments and functions; provides policy guidance, strategic planning, and program evaluation to appointed managers; provides assistance and support to the County Manager in making decisions and recommendations regarding the overall operations of the County; fosters cooperative working relationships with the Board of County Commissioners and represents the County in dealings with public officials from other jurisdictions, representatives of private industry, and members of the general public.

ESSENTIAL FUNCTIONS

1. Provides policy oversight and organization leadership for specified County departments in the administration of the day-to-day operations; implements policies and monitors departments to ensure efficient delivery of services, consistency with County practices, and adherence to the County's long range plans; counsels department management and supervisory staff regarding operational and management problems and recommends alternate solutions; acts as the County Manager in the absence of same.
2. Directs the preparation of and recommends long-range plans for County funding and service provisions and directs the development of specific proposals for action regarding current and future County needs; plays a key role in the development and implementation of strategic plans; confers with and advises the County Manager on specific issues and programs; directs the development of management systems, procedures, and standards for program evaluation, and monitors developments related to specific service areas.
3. Fosters cooperative working relationships and works closely with the County Manager, Board of County Commissioners, department managers, public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to County services and to provide technical assistance, directly or through subordinate staff.
4. Represents the County in meetings with representatives from other jurisdictions, private industry, and members of the general public to resolve problems, negotiate agreements, and study potential changes which impact the County; responds to citizen complaints directly, by gathering pertinent information and input for possible solutions, or referring to appropriate staff for corrective action.
5. Directs and oversees the County's labor relations programs, policies, and procedures in conjunction with the Administrative Services Director and Human Resources Manager; establishes and maintains satisfactory labor-management relations, including department/division managers and the Human Resources Manager; participates in employee negotiations, interprets and implements the collective bargaining agreements, and assists all levels of management on labor matters.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Assistant County Manager

6. Advises the County Manager in the formulation of budget, financial management, personnel, and general administrative and organizational development; researches and analyzes data, compiles reports, makes recommendations, and presents findings to the County Manager, Board of County Commissioners, and other jurisdictions.
7. Oversees the planning, direction, and coordination of new construction, repair and preventative maintenance projects, and other capital improvement projects; oversees the development of the capital improvement program and prepares and maintains the annual capital improvement budget; oversees and directly manages projects in progress and ensures compliance with outside contract specifications.
8. Directs and coordinates the preparation of a variety of informational reports or presentations for County Commissioners and other Boards and Committees; researches and prepares County Commissioners agenda items and coordinates and reviews staff reports for inclusion in the County Commissioners agenda.
9. Effectively manages assigned department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview and hiring process, as well as the training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE

Master's Degree in Public Administration, Business Administration, or closely related field and a minimum of eight (8) years management experience in the public sector, including experience working with public and/or citizens' organizations, with at least five (5) of those years in a supervisory capacity, such as an Assistant City/County Manager, Division Head, or Department Manager; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to management, public groups, and/or County Commissioners.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Assistant County Manager

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of operations, services, and activities of municipality; principals and practices of public administration; concepts of administrative relationships within the County; principals and practices of local budget preparation; principals of supervision, training, and performance evaluation; rules and regulations governing public meetings; principals of business letter writing and report preparation; pertinent Federal, State, and local codes, laws, and regulations. Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and may occasionally lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; will be required to attend meetings outside of normal working hours; may be exposed to outside weather conditions while performing the duties of this job.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.