



JOB DESCRIPTION

JOB TITLE: County Manager

JOB CODE: 0100

DEPARTMENT: County Manager

FLSA STATUS: Exempt

REPORTS TO: Board of County Commissioners

SUMMARY OF JOB PURPOSE

Under the administrative direction of the Board of County Commissioners, exercises administrative direction over County staff, represents the County on a variety of matters at the Federal, State and County level, and performs related work as required.

ESSENTIAL FUNCTIONS

1. Directs, supervises, and evaluates the work of various County departments and functions; evaluates program activity reports and the status of program workloads, assessing program accomplishments and needs; identifies County needs to the Board of County Commissioners, prepares alternative courses of action for Board review, and makes recommendations.
2. 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.
3. Prepares the Board agenda with assistance from the County Clerk and has specific responsibility for seeing that all staff reports are prepared for agenda items.
4. Supervises activities of departments assigned to the County Manager; evaluates operational performance, reviews work methods and procedures, and develops and implements changes in work processes to enhance efficiency.
5. Assist the Board of County Commissioners in determining County strategic plans and annual goals and objectives; implements the policies and actions taken by the Board of County Commissioners in administering County business and developing policies and programs; explains policies, procedures, ordinances, and regulations to County employees and the general public.
6. Oversees preparation of annual budget, submits it to the Board of County Commissioners, and oversees the administration after approval; prepares budget recommendations and monitors expenditure control during the fiscal year, justifying and approving expenditures for purchasing and staff travel, including approval of purchase orders and requisitions.
7. Prepares necessary financial reports, policy reviews, and studies as required and makes presentations regarding the County's financial status, goals, objectives, operation, and successes.
8. Conducts research on a wide variety of issues such as facility planning, long-range financial planning, and risk management; plans for future development of urban and non-urban areas to provide for population growth and expansion of public services; recommends zoning regulation controlling location and development of residential and commercial areas.

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.



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- Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and 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 ten (10) years management experience in the public sector, including experience working with public and/or citizens' organizations, with at least seven (7) of those years in a managerial capacity, such as an 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.

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.

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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

This position primarily resides in a standard office environment where the noise level is usually quiet; 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:** _____

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