

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ASSISTANT COUNTY MANAGER

GENERAL STATEMENT OF JOB

Assists the County Manager in administering and coordinating County programs and activities. In the absence of the County Manager, this position serves as the County Manager in all areas of the County administration. Performs complex professional and administrative work under general supervision.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

In the absence of the County Manager, this position acts as County Manager in all areas of the County Administration.

Conducts a variety of research activities that include investigations, data gathering, preparing reports with sound analysis as needed for grant applications, public presentations, special projects and recommendations for use by the County Manager.

Assists in planning, coordinating, and directing the work of County departments and programs.

Assists with annual budget preparation, implementation, control and monitoring of department budgets, reviews department request and makes recommendations.

Oversees and/or serves as project manager for multi-departmental development of studies, grants, and/or ordinance projects, negotiates contracts and agreements.

Assists the County Manager on planning and development of programs to achieve the goals and objectives defined by the Board of County Commissioners.

Counsels with the County Manager on methods of responding to situations and trends that are of public concerns and assist the County Manager in maintaining favorable relations with the community.

Coordinates and acts a liaison to numerous boards, committees, and community interest groups.

Represents the County on local, regional and state boards, commissions associations and task forces.

Conducts a proactive effort to establish County relationships with major businesses, businesses in general, adjacent communities and communities throughout Currituck County, County Officials, various State Authorities and Officials and any citizen groups as may be appropriate.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

SUPERVISORY RESPONSIBILITIES

Ability to supervise Department Heads and other directly reporting employees. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

This position is required to work additional hours outside normal office hours and is exempt from the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND EXPERIENCE

Any combination of education and experience equivalent to graduation from a four-year accredited college or university with a degree in public administration, political science, business administration, or a related field and five to eight years of experience in a local government setting, or a combination of education and experience.

Must have thorough knowledge of County organization and operational policies and procedures, thorough knowledge of State General Statutes pertaining to the administration of County government, thorough knowledge of the organization and operation of County departments, thorough knowledge of the principles of supervision, organization, and administration, good organizational, management and human relation skills, ability to communicate effectively with a variety of public and private groups and the media as necessary.

Demonstrated organizational, management and interpersonal skills.

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

Language Ability: Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Language and Communication Skills Ability to read, analyze, and interpret complex documents and government laws, statutes and regulations. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to understand and communicate public and citizen concerns to appropriate employees, elected officials and appointed committee members. Ability to prepare effective written communications such as reports, press releases, official documents, and presentations. Ability to deliver effective oral presentations and speeches to the public and employee groups.

Analytical Skills Ability to understand and interpret financial statements and reports. Ability to work with mathematical and financial concepts applied to budgets, proposals, and other planning documents.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a broad, comprehensive knowledge of all the County programs.

Must have knowledge of the principles, methods, and techniques of efficient administration, budgeting, accounting, office management, and personnel administration.

Must have knowledge of the organization and structure of government, both local and state, and county, as well as volunteer agencies.

Must have knowledge of the legal basis for programs, public records and open meeting laws, and have the ability to deal with other agencies and the general public.

Considerable knowledge of the available funding and programming resources.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of County geography.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work in a consulting capacity and exercise leadership in contact with a variety of public, public service and business officials at various levels of authority and influence.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.