



Sarah Tyson  
Human Resources Director

153 Courthouse Rd. Suite 103  
Currituck, NC 27929

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## RECRUITMENT ANNOUNCEMENT

**POSITION:** Assistant County Manager

**GRADE:** 83

**BEGINNING SALARY:** \$87,836.32

**LOCATION OF POSITION:** 153 Courthouse Road, Suite 204, Currituck, North Carolina 27929.

**MINIMUM EDUCATION 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.

**JOB DESCRIPTION:** 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. Assists the County Manager on planning and development of programs to achieve the goals and objectives defined by the Board of County Commissioners. Assists with annual budget preparation, implementation, control and monitoring of department budgets, reviews department request and makes recommendations. Interviews, hires, and trains employees; plans, assigns and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems. This is an exempt position in accordance with the Fair Labor Standards Act.

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.

**SPECIAL JOB REQUIREMENT:** Possession of valid North Carolina driver license. Employment drug test, criminal background check and driver's history screen required of finalist applicant(s). Must become resident of Currituck County within one year of employment date. Must submit cover letter and resume with Currituck County application.

**RECRUITMENT PERIOD:** Posting date of March 13, 2018-until filled.

**HOW TO APPLY:** Currituck County application required which may be accessed at [www.currituckgovernment.com](http://www.currituckgovernment.com), Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

**WHERE TO APPLY:** Currituck County Human Resources Office **or** North Carolina Department of Commerce  
153 Courthouse Road 422 McArthur Street  
Currituck, North Carolina 27929 Elizabeth City, North Carolina 27909  
[www.currituckgovernment.com](http://www.currituckgovernment.com) Job Number# NC 10836199

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