

ASSISTANT COUNTY MANAGER

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: County Manager's Office

REPORTS TO: County Manager

CLASS SUMMARY

Coordinates and evaluates the operations and projects of various County departments and programs and supervises staff. As a member of the County Management Team, the incumbent provides assistance and support to the County Manager in making decisions and recommendations regarding the overall operations of the County.

DISTINGUISHING CHARACTERISTICS

The Assistant County Manager is the first level of a three level county administration series. The Assistant County Manager is distinguished from the Deputy County Manager, who serves as second in command to the County Manager in carrying out the administrative functions of the County.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Directs and oversees the managerial operations of various County departments to include assisting with budget development activities; overseeing the management of County programs and projects; and acting on behalf of the County Manager and department heads in their absence.
- Serves on various County associations and boards to include assisting with funding activities; writing grant proposals; and implementing and interpreting department policies and procedures.
- Addresses the general public and various public officials regarding County events and issues, which includes attending meetings and serving on committees.
- Assumes responsibility for special projects as assigned to include developing action plans to ensure completion of assignments and projects.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Applicable federal, state, and local statutes for department;
- Managerial principles;
- Public administration principles;
- Accounting and finance principles;
- Functions of other departments;
- Supervisory principles;
- Budget forecasting and preparation techniques.

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Skill in:

- Operating various office machines;
- Using computer hardware and software applications;
- Planning and organizing projects;
- Preparing and monitoring budgets;
- Delivering presentations;
- Preparing reports and writing correspondence;
- Developing and managing programs;
- Developing goals, objectives, and priorities;
- Supervising and evaluating employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Master's Degree in Public Administration or a closely related field and five years of progressively responsible administrative experience, including two years at a management level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- NC Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99 R7/02