

Assistant County Manager
Salary Grade: 79
Salary Range: \$61,452 - \$95,251

General Statement of Duties

Bertie County is seeking qualified applicants for a senior management position, acting under limited supervision, performs responsible administrative and management functions on behalf of the County Manager, including overseeing assigned programs and assisting in the overall management of County operations. Reports to the County Manager and is exempt from the overtime provisions of the FLSA.

Distinguishing Features of Class

Performs professional, managerial work to lead performance management efforts and implements and manages efficient and effective performance strategies across all departments. At the County Manager's direction, provides analytical support and strategic guidance to departments on special projects. Directs functions of departments as assigned by the County Manager and serves in the capacity of chief administrative officer in the absence of the County Manager. At the direction of the County Manager engages in research and analysis to develop and implement major policy, programs, and personnel related issues. Analyzes performance data to ensure data driven decision-making throughout the organization. Helps departments develop strong effectiveness measures.

Duties and Responsibilities

- Tracks and manages the implementation of major County projects, ensuring adherence to deadlines, costs, and specified standards; confers with department heads, supervisory boards, County Commissioners, court officials, architects, contractors, etc., to resolve disputes, as necessary.
- Assists the County Manager with managing the County's operating and capital budgets, monitors expenditures and assists with annual budget preparation.
- Supervises activities of various department personnel, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.
- Coordinates and implements the County's capital improvement plan (CIP) and oversees construction.
- Assumes duties of County Manager in his/her absence, ensuring adherence to established policies, procedures and standards.
- Administers routine personnel matters affecting subordinates, including scheduling, granting sick, compensatory, vacation or continuing education leave, performance appraisal and disciplinary actions; recruiting, interviewing and recommending hiring of personnel.
- Represents the County at conferences and meetings as requested, attends Board of Commissioners meetings and works with Board members on various issues as needed.
- Performs other related work as required.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principle's public administration and organization and functions of local government.
- Experience in project management demonstrating excellent organizational skills, thoroughness, and attention to detail.
- Ability to set priorities for self and others, organize time efficiently, work on multiple projects at once, and provide high quality products in a timely manner.
- Ability to analyze facts and present recommendations effectively in oral or written form;
- Ability to plan, supervise and develop critical team competencies;
- High competency in computer skills especially using Excel, Word, and PowerPoint.
- Strong oral and written skills, including the ability to effectively communicate. Ability to make oral presentations before large groups of people. Ability to communicate effectively in all formats with the public and media.
- Ability to make administrative decisions independently and in accordance with established laws, regulations and County policies and procedures.
- Ability to work independently and to apply knowledge to a variety of situations coupled with the ability to analyze complex organizational and administrative problems and to formulate, develop and present recommendations for their solution.
- Ability to exercise tact and discretion in the handling of a variety of confidential matters.
- Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with subordinates and superiors in effectively sharing relevant information appropriately and in a timely manner.
- Exercises considerable judgement in resolving customer service issues and employee coaching and guidance for supervisors. Demonstrates highest standards of courtesy, respect and integrity for all communications and public service to citizens, residents and taxpayers.

Physical Requirements

Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be physically able to a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Maintain a clean driving record and licensed to operate a motor vehicle in NC.

Desirable Education and Experience

Bachelor's degree in public administration, business administration or a related field, with a master's degree in public administration preferred, and considerable experience increasingly responsible role in the administration and management of local government programs and personnel; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Eligible candidates must take and successfully pass a motor vehicle driver's license check and criminal background review.

Bertie County is an equal opportunity employer and considers applicants on the basis of qualifications without regard to race, religion, color, sex, national origin, age, marital or veteran status, sexual orientation, disability or any other legally protected status.

Special Requirements

- Permanent County residency established within one year of employment.
- Valid NC Driver's License required upon hiring and during duration of employment.
- Completion of NC Municipal and County Administration Certificate from UNC-SOG required within two years of employment

Posting Expires: OPEN UNTIL FILLED

Applicants must submit a completed Bertie County employment application, cover letter and resume.

**Applications should be delivered or mailed to:
Bertie County Human Resources
PO Box 530, Windsor, NC 27983**

Or submitted to the Division of Employment Security, or NC Works.

Candidates are encouraged to review Bertie County website for any updates related to this recruitment.