



## **Assistant County Manager (1005)**

**FLSA Status:** Exempt

**Pay Grade:** 32

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to perform a variety of complex professional, administrative and technical functions, serving as the County Manager's Chief of Staff and supervising an assigned group of department directors and personnel.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Directs the work of assigned department heads who supervise subordinate managers and staff: provides guidance and direction regarding County operations, methods, processes, policies and procedures; directs, coordinates and monitors department activities; and ensures activities comply with established policies and standards.

Conducts operational/long-term planning: participates in the development and monitoring of strategic plans, such as the Comprehensive Plan, Capital Improvement Plan, Transportation Plan, Solid Waste Plan; organizes and coordinates planning efforts; coordinates planning sessions; conducts research as assigned; evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the County; assists with establishing and makes recommendations regarding goals, objectives, and strategies; and identifies and implements needed changes, modifications and/or enhancements.

Assists with the development and management of annual operating and capital improvement budgets for the County: coordinates submission of budget proposals by County departments; assists with the budget recommendation and adoption process; monitors revenues and expenditures for adherence to established budgetary parameters; and prepares and submits monthly financial reports; annually submits budget for Distinguished Budget Award.

Provides Information Technology planning, project management and monitoring: oversees third party vendor services and activities; plans and manages hardware projects; and assists in implementing software systems.

Researches governmental issues and laws regarding policies and procedures: researches and makes recommendations related to new state laws impacting County operations and services; and updates County policies and procedures accordingly.

Assists with and prepares zoning staff reviews.

Maintains County website.

Performs other related duties as required.

### **Minimum Qualifications**

Master's Degree in Public Administration, Planning, or related field required; supplemented by seven years of progressively responsible management experience in local or municipal government, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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