

JOB TITLE: County Manager

ADM/01

DEPARTMENT: Administration, White County

GENERAL PURPOSE:

This position is responsible for the day-to-day executive role, performing high-level administrative, technical, and professional work in directing and supervising the administration of White County government.

SUPERVISION RECEIVED:

Works under the policy guidance of the White County Board of Commissioners, reports to and employed by the White County Board of Commissioners.

The county manager shall serve at the pleasure of the board and shall receive such compensation and benefits as determined by the board. The board shall retain ultimate control over county operations, but the county manager is vested with executive authority subject to the board's oversight and authority.

SUPERVISION EXERCISED:

Exercises supervision over all White County employees either directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Manages and supervises all departments, agencies, and offices of White County to achieve goals with available resources; plans and organizes workloads and staff assignments; trains, leads, and evaluates assigned staff, reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the Board of Commissioners and department heads; makes presentations to the Board of Commissioners and committees.
- Communicates adopted plans, policies and procedures to staff and the public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- To inform Board of Commissioners of any information needed in making policy decisions or information that would be of benefit to the Board of Commissioners relating to county wide activities.
- Issues written and oral instructions; assigns duties and examines work for accuracy, professional presentation, and conformance to policies and procedures.

- Facilitates positive, professional attitude among workers and resolves grievances.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Appoints and removes, or delegates the authority to appoint or remove, all department heads, officers, and employees of County, except elected officials.
- Attends all meetings of the County Board of Commissioners and other meetings as required.
- Ensures that all laws and ordinances are executed.
- Assists in the preparation and submission of the annual County budget.
- Administers the adopted budget of the County.
- Advises the White County Board of Commissioners of financial conditions and current and future County needs.

PERIPHERAL DUTIES:

Recommends adopting by the White County Board of Commissioners of measures deemed necessary or expedient.

Prepares and submits reports as required by the Board of Commissioners or deemed advisable by the County Manager.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from an accredited college or university with a degree in public administration, or a closely related field
- Five (5) years of experience as a city / county administrator or manager of a public agency or department with related duties; or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern policies and practices of public administration.
- Knowledge of county finances, human resources, public works, public safety and community development.
- Skills in preparing and administering county budgets; planning, directing and administering county programs; and operation of listed tools and equipment used.
- Ability to prepare and analyze comprehensive reports; carry out assigned projects to their completion; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, county officials, and the public; and efficiently and effectively manage a county government.

SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain, a valid Georgia driver's license.

- Must be able to speak, read and write the English language fluently.
- Qualification standards include a requirement that the individual shall not pose a direct threat to the health or safety of themselves or others in the workplace.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy and fax machines.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with ability to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES:

- Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The position description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of this employer and requirements of the job change.