

JOB TITLE: County Manager

ADM/1

DEPARTMENT: Administration, Jasper County

JOB SUMMARY: This position is responsible for assisting the commissioners with the overall management of the county government.

MAJOR DUTIES:

- o Assists the commissioners by managing the daily operations of the county government.
- o Acts as liaison between the commissioners and the public by responding to inquiries and resolving conflicts.
- o Serves as liaison between the commissioners and department heads; oversees the work of department heads and office personnel.
- o Develops and implements operating policies and procedures for the county in conjunction with the commissioners; provides schedules for accomplishing goals and objectives; assists department heads with implementing programs.
- o Develops materials for commission meetings and implements decisions made by the commissioners; oversees the maintenance of minutes and records of meetings.
- o Monitors and communicates policies, procedures, and standards for departments to identify and correct deficiencies or problems.
- o Monitors, reviews, and communicates the implementation phases of departments' strategic plans to ensure that long range plans and objectives are met.
- o Plans, allocates and monitors time, people, equipment and other resources for the county to ensure efficient organization and completion of work.
- o Assists in planning long range goals, objectives, organizational structure, and overall direction for departments.
- o Collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- o Assists with the preparation of the county budget by consulting with department heads and commissioners, making and implementing recommendations, and projecting and controlling expenditures.
- o Oversees all facets of financial records to include revenues, expenditures, accounts payable and payroll.

- o Maintains inventory and records of all county property, including vehicles, equipment, and buildings.
- o Oversees the purchasing function of the government.
- o Oversees and manages all county contracts.
- o Oversees all capital construction and improvement projects.
- o Maintains county records; prepares all required reports.
- o Drafts correspondence, memoranda, speeches, resolutions, ordinances and agreements for the commissioners; attends meetings, seminars, and conventions to gather pertinent information for commissioners.
- o Provides reports and information to the media as requested.
- o Prepares and monitors the use of economic development grant applications; monitors the execution of grants.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of public administration.
- o Knowledge of the principles and practices of public personnel administration.
- o Knowledge of the county code of ordinances and other regulations, policies, and procedures.
- o Knowledge of budget preparation, public financial management, and grant application procedures.
- o Knowledge of the functions, organization and operations of all county departments.
- o Knowledge of the demographic and economic profile of the county, including its industrial base.
- o Knowledge of the principles and practices of effective public relations.
- o Knowledge of state and federal laws in all areas applicable to county government, including unemployment, wages and hours, EEOC, taxes, workers' compensation, pensions, and others.

- o Skill in management and supervision.
- o Skill in grants management.
- o Skill in reading and interpreting maps, blueprints, and schematic drawings.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Board of Commissioners assigns work in terms of goals and objectives. The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through reports, conferences, and observation of departmental activities.

GUIDELINES: Guidelines include all county ordinances, applicable state and federal laws, county policies and procedures, Department of Transportation regulations, OSHA guidelines, generally accepted accounting principles, and directives from the commissioners. These guidelines require judgment, selection, and interpretation in application. This position develops county guidelines.

COMPLEXITY: The work consists of varied administrative and managerial duties in the management of the county government.

SCOPE AND EFFECT: The purpose of this position is to assist the county commissioners by managing the daily operation of the county government. Successful performance in this position facilitates the work of all county departments, ensures that county services are delivered, ensures that county records are properly retained, and enhances the image of the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, employees in all county departments, elected officials, state employees, judiciary personnel, contractors, business owners, developers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, negotiate and settle matters, provide guidance to employees, respond to inquiries from the public, and provide information about county operations.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table with intermittent standing or stooping. The employee must occasionally lift light objects and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors, where the employee may be exposed to inclement weather and machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Finance Director (1), Human Resources/Administrative Services Manager (1), Accountant (1), Administrative Assistant (1), Accounting Clerk (1), Building Maintenance Director (1), Emergency Services Director (1), Solid Waste Director (1), Public Works Director (1), Planning Director (1), Recreation Director (1), Chief Appraiser (1), Tax Clerk (1), and Chief Registrar (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.