NEWTON COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE: **ASSISTANT COUNTY MANAGER** **CLASS CODE:**
DEPARTMENT: **BOARD OF COMMISSIONERS** **DATE: 1-27-2014**
REPORTS TO: **COUNTY MANAGER**[1]

JOB SUMMARY:

This position assists the County Manager with the management and operation of the County, becomes familiar with the duties and responsibilities of the County Manager, and serves as the County Manager in his absence. This position also supervises the Transportation Director.

ESSENTIAL JOB FUNCTIONS: **(All responsibilities may not be performed by all incumbents.)**

Attends all meetings of the Board of Commissioners; provides assistance with the following: briefing Commissioners on pending agenda items and other county issues, responding to inquiries and providing Commissioners with information on the status of county operations and projects, providing analysis as needed to assist the Board to make informed policy decisions, and monitoring and evaluating progress toward goals and objectives of the administration.

Becomes familiar with the operations and staff of the County's departments and appropriated services; assists with managing and supervising those departments, informing the Chairman and Board of Commissioners on departmental activities, resolving problems that require the attention of county management, monitoring and evaluating progress of departments toward goals and objectives of the administration, and serving as liaison for appropriated services.

Assists with the facilitation of internal and external communication throughout all levels of the organization; attends meetings with department heads and key management staff to focus departmental efforts on the overall goals and objectives of the county.

Assists with performing financial and managerial analyses for the Chairman and Board of Commissioners pertaining to county operations and programs under consideration, to include: gathering information relevant to the subject, evaluating data and making recommendations based on findings, preparing reports, and making presentations to the Board of Commissioners and other interested parties.

Works with the County Manager and Finance Director in the development of the annual budget; assists with preparing the Board of Commissioners' administrative offices budget, reviewing departmental budget requests from all county functions for the administrative recommendations to the Commissioners, coordinating the scheduling of budget meetings, and ensuring compliance with all legal and procedural requirements.

Assists with strategic and long-range planning for the county; participates in planning efforts at the local and regional level; assists with keeping Commissioners apprised of developments at the state and federal levels that impact the county, monitoring pending legislation for impact on the county, and overseeing compliance with new legislation.

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[1] Reports to Chairman re: transportation-related matters.

Represents the County Manager, Chairman, Board of Commissioners, and the County at various meetings, functions and events as needed; assists with serving as liaison to various civic or governmental organization and committees, task forces, boards and commissions; confers regularly with officials from municipalities, school board, chamber of commerce, authorities and commissions; provides information about county operations; participates in discussions and decisions and keeps the Board of Commissioners apprised of activities.

Assists with the resolution of inquiries and complaints from the public and other organizations.

Manages and supervises the Transportation Director; informs the Chairman on departmental activities; resolves problems that require the attention of county management; and monitors and evaluates progress of the department toward goals and objectives of the administration.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Telephone	Calculator
Photocopier	Facsimile Machine	Motor Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

All candidates to fill a vacant position in this classification must submit to and pass a drug screening test after meeting the following minimum requirements:

Education and Experience:

Bachelor's degree from an accredited college or university in government or political science, business, management, or finance.

Bachelor's degree from an accredited college or university in engineering.

Appropriate experience with public finance oversight and management preferred.

Five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Rules, ordinances, and laws governing county government;

Standard office procedures; recording, filing and maintaining legal documents.

Writing and editing various forms of informational materials utilizing proper grammar and punctuation.

Time management organizational practices to include scheduling, prioritizing and delegating responsibility when required.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with County officials, department heads, professionals, County personnel and general public.

Communicate clearly and effectively, both orally and in writing.

Interpret rules, regulations, policies, and ordinances to ensure compliance.

Work with and maintain confidential information as related to work performed in the Board of Commissioners office.

Operate personal computer and demonstrate proficiency in software packages, such as spreadsheets, databases, and word processing applications.

TERM OF APPOINTMENT:

The Assistant County Manager shall be appointed by the Board of Commissioners and shall serve at the pleasure of the Board.