

**NEWTON COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: COUNTY MANAGER
DEPARTMENT: BOARD OF COMMISSIONERS
REPORTS TO: BOARD OF COMMISSIONERS

CLASS CODE:
DATE: 10-15-2011

JOB SUMMARY:

This position assists the Chairman and the Board of Commissioners with the management and operation of the County to include direct supervision of the Board of Commissioners' administrative offices, oversight of County functions falling under the authority of the Board of Commissioners, and coordination of special projects.

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

Attends all meetings of the Board of Commissioners; briefs Commissioners on pending agenda items and other county issues; responds to inquiries and provides Commissioners with information on the status of county operations and projects; provides analysis as needed to assist the Board to make informed policy decisions; monitors and evaluates progress toward goals and objectives of the administration.

Manages and supervises the operations and staff of the County's departments (with the exception of the Roads and Bridge Department); makes recommendations to the Chairman on hiring and firing employees, oversees employee training, performance evaluations, and discipline.

Informs the Chairman and Board of Commissioners on departmental activities; assists departments with resolution of problems that require the attention of county management; monitors and evaluates progress of departments toward goals and objectives of the administration; serves as liaison for appropriated services.

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

Performs financial and managerial analyses for the Chairman and Board of Commissioners pertaining to county operations and programs under consideration; gathers information relevant to the subject; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the Board of Commissioners and other interested parties.

Works with the Finance Director in the development of the annual budget; prepares the Board of Commissioners' administrative offices budget; reviews departmental budget requests from all county functions for the administrative recommendations to the Commissioners; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.

Assists the Chairman and the Board of Commissioners with strategic and long-range planning for the county; participates in planning efforts at the local and regional level; keeps Commissioners apprised of developments at the state and federal levels that impact the county; monitors pending legislation for impact on the county; and oversees compliance with new legislation.

Represents the Chairman, Board of Commissioners, and the County at various meetings, functions and events as needed; serves 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.

Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
Photocopier

Telephone
Facsimile Machine

Calculator
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.

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