



**CHEROKEE COUNTY
JOB DESCRIPTION**

TITLE:	COUNTY MANAGER	GRADE: 155
DEPARTMENT:	ALL INCLUSIVE	FLSA: Exempt
REVIEWED BY:	HUMAN RESOURCES	DATE: May 2021

POSITION SUMMARY

As the Chief Administrative Officer of the County, the County Manager provides executive leadership and overall direction to County Agency Directors, Department Directors, and staff, including providing guidance and recommendations to the Board of Commissioners on policies and procedures, administering the annual budget, and working with elected officials, and citizen groups.

MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develops, administers and implements directives and policies of the Board of Commissioners and enforces orders, resolutions, ordinances and regulation of the Board.
2. Provides administrative direction and supervision to employees to include assigning projects and objectives; conducting performance evaluations; developing, motivating, and training; and making hiring, termination and disciplinary decisions.
3. Makes reports to the board from time to time concerning the affairs of the county and keeps the board fully advised as to the financial condition of the county and future financial needs.
4. Maintains visibility in the community and is responsive and sensitive to community needs.
5. Establishes and maintains effective working relationships with County officials and staff, other agencies, offices and organizations.
6. Establishes the schedules and procedures to be followed by all County Agencies, offices and departments in connection with the budget, and supervises and administers all phases of the budgetary process. Administers the annual budget and capital budgets.
7. Collaborates with the Cherokee Office of Economic Development (COED) in neighborhood revitalization, economic development, growth management and quality of life issues.
8. Coordinates individuals and groups of employees to increase empowerment, communication and effectiveness.
9. Interprets, explains and applies applicable laws, regulations and policies and makes sound decisions in accordance with applicable guiding measures.
10. Supervises the care and custody of all county property.

11. Recommends to the Board a current position classification and pay plan for all positions in county service.
12. Negotiates leases, contracts and other agreements, including consultant services, for the county, subject to approval of the Board, and makes recommendations concerning the nature and location of county improvements.
13. Ensures that all terms and conditions in all leases, contracts and agreements are performed and notifies the Board of any noted violation thereof.
14. Orders upon advising the Board, any agency under the County Manager's jurisdiction as specified in the Personnel Policies Manual and Code of Ordinances to undertake any task for any other agency or department on a temporary or permanent basis if he or she deems it necessary for the proper and efficient administration of the county government to do so.
15. Attends all regular and executive session meetings of the Board of Commissioners with full privileges of discussion.
16. Performs such other duties as may be required by the Board of Commissioners.
17. Performs other duties of a similar nature or level.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced public administration principles and practices;
- Applicable local, State and Federal laws, rules, regulations, codes and/or statutes;
- Financial accounting principles;
- Budget principles;
- Strategic planning principles;
- Program development and implementation principles;
- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Preparing reports;
- Interpreting and applying local, State and Federal laws and regulations;
- Developing and implementing goals, objectives, policies and procedures;
- Reading, comprehending and reviewing financial information;
- Making program decisions based on financial considerations;
- Monitoring legal and regulatory changes;
- Mediating conflict;
- Negotiating;
- Developing and implementing strategic plans;
- Managing budgets;
- Communicating technical and complex concepts in a clear and easily understandable format; and
- Synthesizing information into reports and making appropriate recommendations;

- Analyzing complex organizational, operational and management problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Ability to monitor and maintain compliance with regulations governing county activities.
- Ability to establish and maintain effective working relationships with staff, county departments, elected officials, outside agencies, vendors, contractors and the general public.
- Strong professional leadership skills and the ability to build strong, positive partnerships with elected officials, directors, outside agencies and citizens.
- Excellent organizational skills with the ability to create policies and processes that improve efficiency and effectiveness at all levels of government.
- Must be an excellent communicator as well as a sensitive and perceptive listener. There is a strong need to be able to facilitate communication and good outcomes.
- Working knowledge of county government is essential. Experience in a rural and suburban county setting and understanding the culture of the organization and the community will be an advantage.
- Must be fair and decisive, expect accountability, and be willing to make hard decisions when needed.
- Ability to develop and sustain good media relations, including being proactive in telling the story of the county and its successes.
- Experience managing a large and complex budget and an understanding of revenue challenges faced by county government are essential.
- Committed to excellent customer service.

OTHER REQUIREMENTS

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university, with a major in Public Administration, Business Administration or a related field, is required;
- Master's Degree in Public Administration preferred;
- Ten (10) or more years of managerial experience in the public sector;
- Minimum of five (5) years' experience in the Georgia public sector;
- Experience in governmental finance and budgets, economic development, media relations and intergovernmental relations; and
- Experience working and negotiating with those in the private sector is a significant plus.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Georgia Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input, and retrieve information from a computer

ENVIRONMENTAL CONDITIONS:

- Primarily sedentary work
- Occasional outside settings
- Occasional overnight stays

The duties and physical demands described 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 individual with disabilities to perform essential functions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

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Approval:

Supervisor

Date

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I acknowledge receipt of this job description.

Employee Signature

Date