

VACANT POSITION
DEPARTMENT: ADMINISTRATION
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office
CLOSING DATE: Position will remain open until filled

Job Title: Assistant County Manager (Position #1002)
Salary: Pay Grade 31; Hiring Rate: \$88,400
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am - 5:00 pm; M-F. Must attend Commissioners' meetings, public hearings, etc.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Juris Doctorate degree required. Prefer a minimum of five years municipal or county government management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must be able to operate a motor vehicle. Must possess a valid Georgia driver's license.

GENERAL STATEMENT OF JOB: Under limited supervision, performs professional work in carrying out the direction of the County Manager on a wide range of County administrative and legal issues. Duties include assisting the County Manager by supervising designated departments towards the achievement of departmental objectives and the objectives of the County government as a whole, advising the County Manager on the determination of program needs, the preparation and presentation of programs for the consideration of the Board of Commissioners, and the implementation of approved programs. Exercises considerable independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained. Reports to the County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, such as telephone, copy machines, personal computer and various software packages, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

May provide general oversight, guidance and direction for designated departments, at the discretion of the County Manager.

Works with the County Manager, Department Heads and employees of the County to plan, organize, and implement programs on matters affecting assigned areas of responsibility; reviews results of major studies and coordinates the preparation of reports and recommendations; briefs the County Manager on matters of concern and presents program proposals for approval and submission to the Board of Commissioners.

Assists the County Manager and Administrative Services Director in preparation and monitoring of the annual operating and capital budgets in coordination with Department Directors; reviews departmental budget requests, reports, studies and recommends action to the County Manager.

Assists the County Manager by developing project strategies, working procedures and programs; provides professional support in planning, coordinating, communicating, facilitating and producing final results; assists in all phases of planning as necessary, provides assistance to various departments, and prepares goals and objectives, which have long term effects on County citizens.

Conducts project and organizational studies that may require coordination with external organizations and agencies; organizes, facilitates or participates with County departments and external organizations to identify needs, evaluate services and establish objectives; analyzes a variety of administrative, operational, fiscal, and social problems and makes sound recommendations for solutions; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service; compiles statistical data and management information for use by County officials.

Confers with officials of City, County, State, and Federal agencies regarding plans and priorities for existing and planned programs; serves a project manager for major building/construction projects.

Interacts with various individuals to provide information and assistance with problem resolution including County Commissioners, citizens, department heads and employees.

Undertakes and performs special public education projects as directed by the County Manager; meets and corresponds with various citizens, professional, business and other groups to answer questions and secure their help in carrying out various programs.

Drafts informational reports and news releases for dissemination to the public and the media; assists all departments in the dissemination of information to the public, news media, and other governmental entities.

May provide legal guidance and advice on County matters.

Attends Board of Commissioner meetings and makes reports concerning activities for which responsible.

Represents the County Manager in various conferences and meetings.

Performs the duties of the County Manager in his/her absence.

ADDITIONAL JOB FUNCTIONS

Coordinates special projects that may arise.

Performs other related duties as required.

April 14, 2022

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