

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Asst to the County Manager/Management Analyst **Class** : Professional
Department: County Manager **FLSA** : Exempt
Revised : November 2019

This job description supersedes any prior description for the Assistant to the County Manager/Management Analyst classification.

GENERAL DESCRIPTION

Highly responsible professional level analytical management assistance involving considerable independent judgment in performing responsible administrative and budget research and analyses and providing recommendations to the County Manager, as well as, supervision of the Administrative Secretary V and a variety of administrative functions in assisting the County Manager in carrying out his/her duties. Work is performed independently under the general supervision of the County Manager and is evaluated by observation and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Responsible for the management of the County Manager's office.

Provides assistance to the County Manager. Composes letters, memorandums, and reports which require independent research and the County Manager's approval and signature.

Coordinates appointments, meetings, and travel schedules and arrangements including hotel, airline, and car rental reservations for the County Manager; reserves meeting spaces, equipment, and materials, and provides refreshments, etc. as requested.

Supervises, trains, and evaluates the performance of the Administrative Secretary V.

Plans, organizes and coordinates programs and services involving diverse administrative operations; may administer or manage specific projects, programs and/or services; recommends and assists in installing improved administrative methods.

Evaluates requests from department(s) which includes comparing new information with previous information, analyzing trends, requesting additional justification, and making recommendations to approve or deny requests.

Conducts research and analytical studies on a variety of programs and issues; coordinates and expedites reports and program information from departmental input; develops procedures and forms; formulates recommendations and prepares reports and correspondence.

Assists in determining financial methods, procedures and costs pertaining to services and programs; conducts cost benefit analyses and reviews and prepares financial and statistical reports.

Reviews departmental performance measurement information for appropriateness, impact, cost effectiveness and conformity to County priorities and focus areas.

May assist in budget preparation and administration.

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Confers with other departments, officials, consultants and explains policies and procedures; may make presentations on assigned projects and programs.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of project management and auditing principles and practices.

Considerable knowledge of local government accounting methods, procedures, and financial practices.

Considerable knowledge of local government programs, funding sources, and specific regulations governing expenditures and revenues.

Ability to use independent judgment and discretion in order to interpret and apply Federal, State, and Local regulations and to analyze and correct problems and errors.

Ability to prepare interpretive or analytical reports.

Ability to work independently with minimum supervision.

Ability to establish and maintain effective working relationships with government officials, the public, departmental program personnel, and other staff.

Ability to organize and present clearly oral and written reports of findings and recommendations.

Considerable skill using computers and applicable software.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Masters's Degree from an accredited college or university in Business Administration or related field and two years of experience in fiscal management, budget development and analysis, data analysis, public administration, or related field; or Bachelor's degree in Business Administration or related field and three years of experience in fiscal management, budget development and analysis, data analysis, public administration, or related field; or an equivalent combination of education and experience. Local government experience is preferred.

**This job description does not create an employment contract,
implied or otherwise.**