

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : County Manager  
**Department**: County Manager's Office  
**Revised** : November 2009

**Class** : Official/Administrator  
**FLSA** : Exempt

*This job description supersedes any prior description for the County Manager classification.*

### **GENERAL DESCRIPTION**

Highly skilled professional work in the direction and administration of County Government. The County Manager is appointed by the Board of County Commissioners and serves at their discretion.

**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.)

Ensures that the orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed within the County.

Attends all meetings of the Board of Commissioners and recommends any measure that he/she considers expedient.

Plans, arranges, and schedules all meetings for the Board of Commissioners including the preparation of the agenda.

Directs and supervises the administration of County offices, departments, boards, commissions, and agencies under the general control of the Board of Commissioners.

Prepares and submits the annual budget and capital program.

Prepares for publication a complete report on finances and administrative activities of the County at the end of each fiscal year.

Appoints all county officers, employees, and agents whose positions are created by law or by action of the Board of Commissioners except those who are elected by the people or whose appointment is otherwise provided for by law.

Administers disciplinary action in the form of suspension or dismissal as defined by the County personnel ordinance.

Prepares and recommends programs and/or policies for adoption by the Board of Commissioners when, in his/her opinion, the institution of such programs would be in the best interest of the County.

Institutes, maintains, and administers a purchasing system commensurate with the Statutes of the State of North Carolina and good business practice for the Board of Commissioners.

Acts as the information center of County Government both in the office and by contacts with various news media, and periodic reports.

**Job Title:** County Manager

**Page** : 2

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of federal, state, and local laws and ordinances regulating county financial and environmental operations.

Thorough knowledge of the principles of public finance administration and practices used in governmental accounting and revenue management.

Ability to make accurate revenue estimates; ability to compile and analyze financial reports; ability to prepare clear, concise and accurate reports.

Ability to maintain effective working relationships with the public, media, commissioners, and employees.

Ability to communicate effectively, both orally and in writing.

Ability to realize the legal ramifications of actions taken on behalf of the County.

### **PHYSICAL REQUIREMENTS**

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 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

### **EXPOSURE CONTROL**

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

### **MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an accredited college or university in Public Administration, Business Administration, Accounting, Political Science or related area and eight years of managerial experience; or Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Accounting, Political Science or related area and ten years of experience in local government.

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