

Date Posted: 6/26/17
Applications accepted until: 7/17/17
Job Title: County Manager
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
PO Box 7, 215 Comanche St., Kiowa, CO 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303-621-3150



County Manager

Department: Administration
Approved: June 2017

Salary: \$90,000-\$110,000/year
FLSA: Exempt

SUMMARY DESCRIPTION

The Elbert County Manager is responsible for the overall management of the Elbert County Government and serves as the liaison between the Board of County Commissioners (BOCC), the Elbert County Department Heads and other Elbert County Elected Officials. Responsibilities include professional and ethical direction and coordination of the operations of all Elbert County Departments to ensure the policies of the BOCC are implemented in order to preserve the health, safety and welfare of Elbert County citizens. Elbert County Manager serves at the pleasure of, and under contract to, the BOCC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The following examples are illustrative only and are not intended to be all-inclusive.)

- Plans and coordinates with department directors on short- and long-range goals, objectives, organizational structure and overall direction for the county's operations. Develops annual objectives with department heads that are feasible, measurable and consistent with the strategic plan;
- Monitors, reviews and communicates the operational implementation of the BOCC's strategic plans to support meeting the BOCC's long-range goals;
- Operates county in fiscally responsible manner; coordinates the annual budget, presents to the BOCC for approval and ensures expense and revenue budgets are managed properly; enforces cost control measures, eliminates redundant systems and establishes and implements the county's cost effectiveness measurements; collects, reviews and analyzes data concerning the county's budget and makes recommendations/reports to BOCC;
- Plans, allocates, and monitors time, people, equipment and other resources for the county to ensure efficient organization and provision of services; directs, plans, assigns, reviews and controls work production and activities of the county's departments through the management structure, to include review and approval of procedures, allocation of resources and problem resolution; recommends hiring, removal and/or promotion of department directors;
- Ensures county personnel system provides for individual growth, development, accountability and equity;
- Coordinates and communicates with municipalities and key state agencies;
- Facilitates development and maintenance of county policies and procedures;

- At the direction of BOCC, represents the county at various official and unofficial functions; serves as the county's representative on numerous boards, committees, associations and other groups on behalf of BOCC;
- Coordinates and attends meetings of the BOCC to present staff recommendations; receives BOCC policy directions; communicates such policy internally and externally; monitors performance of county staff to ensure BOCC is receiving necessary information; assigns necessary staff follow-up;
- Provides management oversight and or direct management of the following county departments: Public Works, Health and Human Services, Emergency Management, Information Technology and Facilities Maintenance;
- Plans, organizes, and evaluates daily operations of the county's administrative personnel; including scheduling, equipment, manpower, and policies and procedures; plans short-term activities and special projects; develops and implements work objectives for these personnel;
- Conducts regular staff meetings to review progress, accomplishments, budgets and operating plans for the county's departments;
- Reviews and approves all purchase order requisitions and reviews and approves expenditures per financial management policies;
- Maintains and upgrades professional knowledge and skills;
- Performs other related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Understanding of principles and practices of public administration;
- Strong leadership skills including: communicating clearly and effectively, orally and in writing; planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development;
- Knowledge of local government budgeting procedures and multi-funded financing operations; administrative principles and practices, including goal setting and program budget development and implementation;
- Ability to manage staff, projects and programs, either directly or through subordinate supervision;
- Knowledge of applicable state, federal and local laws, rules and regulations;
- Knowledge of methods and techniques of research, statistical analysis and report presentation;
- Ability to research, compile and summarize a variety of informational and statistical data and materials;
- Skilled at organizing work, setting priorities, meeting critical deadlines and following up assignments with a minimum of direction;
- Ability to understand, interpret and communicate complicated policies, procedures and protocols;
- Ability to prepare clear and concise reports, correspondence and other written materials.

EXAMPLES OF REQUIRED PHYSICAL AND MENTAL ABILITIES

The physical activities and work environment described here 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 otherwise qualified individuals with disabilities to perform essential functions.

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit, talk and hear;

- Majority of work is performed in a standard administrative office setting though periodic site visits to major projects and/or emergency operations is required;
- Develop and implement the county's mission goals and procedures; determine needs for capital expenditures;
- Speak effectively and respond to questions before groups of employees, officials and the general public;
- Deal with the public and elected officials in an effective and diplomatic manner;
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations;
- Adapt to change and to actively influence and motivate a variety of people in changing situations;
- Define problems, collect data, establish facts and draw valid conclusions;
- Interpret a variety of technical instructions with abstract and/or concrete variables;
- Personnel and operating budgets; prepare special reports or analyses for county or state agencies;
- Provide close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, or representing the county at in-house or outside public meetings;
- Mental/visual effort required due to sustained periods of concentration with frequent breaks in concentration caused by interruption from staff requiring assistance.
- Job requires ability to work under pressure of deadlines.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

- Bachelor's degree required in a discipline that is relevant to the administration of the county such as Public Administration, Accounting or Business Management (further certification as a CPA, or master's degree in business management or finance preferred); and seven years progressively responsible and complex experience in local government management, at least three of which were in managerial positions; or, any combination of education and experience which produces the required knowledge, skills and abilities.
- Must possess a valid state driver's license and satisfactory motor vehicle record.

REQUIRED TRAVEL

- The employee is frequently required to travel within the State of Colorado.

COMPUTER SKILLS

- Knowledge of Microsoft Office Suite required; experience with common accounting software preferred.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT

Nothing in this job description restricts Elbert County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description generally describes Elbert County's current assignment of essential functions. Those functions may change at any time as the needs of Elbert County change or for other reasons deemed appropriate by the Elbert County BOCC.