

COUNTY MANAGER

Under the direction of the Board of County Councilors and Home Rule Charter, provides organizational leadership, direction and supervision to an assigned group of internal services departments and other departments as assigned and performs other duties as assigned.

SCOPE OF RESPONSIBILITY AND AUTHORITY

Pursuant to the Home Rule Charter departments reporting to the County Manager include the internal service departments (Office of Budget, Information Services, Human Resources, General Services); the Medical Examiner's Office; and others as assigned. The County Manager is accountable for ensuring that all reporting department functions are managed, and services provided, in accordance with the county's mission, vision and strategic actions, and is responsible for recommending policies and strategic goals for these departments. The County Manager works within established policies and budgets. This position is responsible for overseeing the allocation of financial, capital and technical resources countywide. The County Manager is responsible for appointing the Chief Officer of each administrative department as well as members of boards, commissions and task force.

KEY RESPONSIBILITIES

Duties may include, but are not limited to:

Present annual statement of the county's fiscal and governmental affairs to the Board of County Councilors;

Prepare and present to the council an annual budget;

Prepare and present to the planning commission comprehensive plans;

Determine organizational structure of and design duties, to administrative departments;

Signatory authority of all deeds, contracts and other;

Collective bargaining on behalf of the county;

Manage properties owned by the county;

Lead assigned departments to ensure the efficient and effective delivery of services, consistent with County objectives and policies;

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Ensure the development, planning, and implementation of goals and objectives for assigned departments. Recommend policies, procedures, and organization to support stated goals and objectives;

Supervise assigned department directors, prepare performance evaluations, administer performance plans, and makes staffing appointments;

Perform management and policy analysis and makes recommendations. Analyze current and future county operations and organizational needs;

Represent the county in meetings with representatives from other jurisdictions, private industry and members of the general public to explain programs or project status, resolve problems, negotiate agreements and study potential changes which impact the county;

Develop the biennial budget consistent with pre-established Board priorities; monitors program and county budget activities.

Initiate and carry through to completion special programs and projects as directed by the County Council.

Other duties as assigned by the County Council

QUALIFICATIONS

A Bachelors degree is required. A Bachelors degree in public administration or a related field is preferred, and a Masters degree in a related field is preferred.

Thorough knowledge of: Principles, methods and techniques of public administration, including public policy and decision making, budget preparation and administration, and personnel management; participative management theories; principles of community organization and citizen involvement; principles and techniques of group dynamics and group decision-making; organization and function of county departments, service districts and agencies; applicable federal, state and local statutes, rules and regulations; government funding sources and financing methods; labor relations procedures and collective bargaining practices; federal, state, and local government operating methods and procedures; techniques of mediation, negotiation, and public relations.

Skill to: Communicate effectively, both orally and in writing; analyzed complex problems and recommend alternative solutions; prepare and implement short and long range strategic plans, including considerations of budgetary and public impact; interpret and explain county policies, procedures, rules, and regulations; oversee activities of assigned departments to ensure conformance with established policies and procedures; apply problem solving methods and techniques to resolve organizational and interdepartmental issues; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in

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decision making; respond to changes desired by the Board of County Councilors; establish and maintain cooperative working relationships with government agencies, elected officials, county employees, and the public; supervise, train, motivate, and evaluate assigned staff.

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