

**Garfield County
Job Description**

Position Title:	County Manager		
Department/Office:	Administration	Reports to:	Board of County Commissioners (BOCC)
Section:	Administration	Pay Grade:	E
FLSA Status:	Exempt	Driving Classification:	Essential
Supervision Exercised:	Directly supervises Department Directors, Administrative Assistant, and others as needed. Indirectly supervises all County Department staff.	Licenses/ Certifications:	Valid Drivers License.
Minimum Education:	Master's Degree in Public Administration, Business or a related field.		
Minimum Experience:	7 or more years of progressively responsible and complex experience in local government management, at least 3 of which were in managerial positions; or any equivalent combination of education, training and experience.		

General Purpose:

Direct, administer and coordinate the activities of Garfield County in accordance with policies, goals and objectives established by the Board of County Commissioners (BOCC). Assist the BOCC in the development of County policies and goals that cover County operations. Provide administrative support to the BOCC in implementing the directives of the BOCC. Ensure budget preparation and presentation to the BOCC and administration, including corrective actions throughout the year.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Indirectly or directly manages County department staff: schedules, assigns and directs work; conducts interviews; hires and orients new supervisors; oversees or conducts training; coaches; evaluates and appraises; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
2. Implements goals, programs, policies and procedures established and approved by a majority vote from the BOCC.
3. Monitors and evaluates the efficiency and effectiveness of the County's organizational structure, staffing patterns, service levels and administrative systems; implements improvements.
4. Oversees the development of the annual County budget, applicable to those departments under direct control in accordance with the directives of the BOCC.
5. Acts as liaison to all departments directed by elected officials on behalf of the BOCC to assure adherence to Board-approved policies and procedures and budgetary discipline.
6. Represents the County at various functions at the direction of the BOCC, such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens and representatives of the press, to establish goodwill and resolve and respond to issues.
7. Coordinates and attends meetings of the BOCC to present staff recommendations, receive BOCC policy direction and communicate such policy internally and externally. Monitors performance of County staff to ensure the BOCC is receiving necessary information; assigns necessary staff follow-up.
8. Conducts regular staff meetings to review progress, accomplishments, budgets and operating plans for County departments.
9. Reviews and approves all purchase order requisitions over the limit set by the BOCC.
10. Reviews and approves expenditures per the Financial Management Guidelines.
11. Serves as the County representative on numerous boards, committees, associations and other groups on behalf of the BOCC. Acts as liaison between Garfield County and other outside agencies and municipalities.
12. Acts as Administrative Review Officer for County Department employee grievances.
13. Conducts County strategic planning process and develops and oversees the implementation of various improvement projects.
14. Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.

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15. Drives vehicle to perform one or more essential functions.
16. Ensures that individuals and teams meet goals and provide highest level of service.
17. Performs other duties of a similar or related level and manages additional projects as necessary or assigned.

Job Qualifications:

Knowledge of:

1. Principles and practices of public administration, governmental budgeting procedures and multi-funded financing operations; information management and personnel administration, including goal setting and program budget development; and implementation of strategic planning and process improvement methods.
2. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
3. Leadership, management and supervisory principles and methods.
4. Methods and techniques of research, statistical analysis and report presentation.
5. Mathematical concepts, such as probability and statistical inference.
6. Modern office processes and procedures.
7. Relevant computer hardware and software applications.
8. Accounting and budgeting processes.

Ability to:

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing and prepare clear and concise reports, correspondence and other written materials.
4. Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction. Apply logical thinking to solve problems or accomplish tasks and to understand, interpret and communicate complicated policies, procedures and protocols.
5. Define problems, collect data, establish facts and draw valid conclusions.
6. Speak effectively before groups of employees and public groups and respond to questions.
7. Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
8. Interpret a variety of complex instructions with abstract and/or concrete variables.
9. Establish and maintain effective working relationships with Department heads and employees, a wide variety of County officials, officials from other public and private organizations and the public.
10. Listen carefully and patiently to a variety of individuals and groups with strongly held views, and to glean information that can be used to develop effective organizational plans.
11. Work effectively in a public sector environment in which the establishment and attainment of organizational objectives is an open process that must take into consideration a wide range of points of view.
12. Understand, practice and enforce safety procedures and precautions.
13. Maintain a high level of professionalism and confidentiality.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with all management, staff and elected officials.

External Contacts:

Frequently interacts with the general public, private organizations, outside agencies and municipalities, civic and business associations, developers and representatives of the press.

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Physical Activities and Work Environment:

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.

Required Physical Activities:

While performing the essential functions of this job, the employee is frequently required to reach, grasp, finger, stand, walk, sit, talk and hear; occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and ability to adjust focus.

Work Environment:

The noise level in the work environment is moderately quiet, with frequent interruptions and multiple demands.

Required Travel:

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

Computers and Office Equipment:

Computer and relevant software applications; calculator; telephone system; facsimile; shredder; scanner; copier.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield 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 describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.