

Alleghany County is seeking a skilled professional with proven leadership ability to serve as the next **County Manager**. Alleghany County prefers a County Manager who will successfully establish and foster internal and external relationships. The governing board is seeking a candidate with strong finance/budget/administrative/leadership skills while encouraging economic development in our mountainous area. In addition, the County Manager will lead departments and build teams to provide quality services to the County's citizens while receiving direction from a five-member Board of Commissioners. A strong knowledge of local, state and federal laws and guidelines are a must as well as good communication and transparency of all County business to the public. Local and regional participation in boards and committees will be expected during and after normal business hours.

The Community:

Alleghany County is a place of quiet nights, echoing bluegrass music, many local artisans, abundant wildlife, and spectacular scenery. Our county contains or borders hundreds of miles of hiking trails including the Blue Ridge Parkway, Stone Mountain State Park and the nationally known Mountain to Sea Trail. Natural beauty abounds with the north flowing – yes north flowing, New River with plenty of opportunities for canoeing, kayaking, fishing or just being lazy by the sound of the rippling water. The New River provides several types of fishing including fly, small mouth bass, muskie and catfish. Small streams and the Little River provide quality trout-fishing waters. With a population of just over 11,000, Alleghany County is a smaller, but thriving community with a strong sense of family. Christmas tree farms and other agriculturally based businesses are visible throughout our beautiful scenic county. Located at the crossroads of the county's two main corridors US 21 and NC 18, Sparta is the physical center as well as the focus of community life for Alleghany County. Wilkes Community College – Alleghany Campus, is housed in the Blue Ridge Business Development Center/WCC Building located just off Main Street. Alleghany County is home to Alleghany Memorial Hospital/Alleghany Health, an affiliate of Wake Forest Baptist Health and Hugh Chatham Memorial Hospital.

Position Description/Responsibilities:

Alleghany County employs 160 FTE employees across 21 departments and has a total budget of \$18.4M. The County Manager serves as chief administrator of county government and maintains responsibilities for administering all departments under the general control of the five-member Board of Commissioners. General duties include:

- Plans, directs and supervises the activities and daily operations of all County officials and departments including appointing, suspending, discharging, transferring or removing County employees as authorized by North Carolina General Statute (NCGS) 153A-82.
- Acts as Budget Officer in preparation of fiscal year budget.
- Transmits policies, orders, resolutions and regulations of the Board of Commissioners to those concerned thereby; to oversee the faithful execution thereof; and report to the Board of Commissioners as to the operation thereof.
- Makes arrangements and plans for all meetings of the Board of Commissioners, including assisting in the preparation of the agenda. Attends all regular and special meetings and participates in all discussions and presents views on all matters coming before the Board. Recommends to the Board of Commissioners such measures for adoption.
- Keeps the Board of Commissioners informed of the operations of all departments, commissions and agencies of County Government which the Board of Commissioners

has the authority to control; makes reports to the Board from time to time upon the affairs of the County and to keep the Board fully advised as to the financial condition of the County and its future financial needs.

- Prepares and submits the annual budget and capital program to the Board of Commissioners. Consults with all departments, commissions and agencies of County Government in the evaluation of their operating and capital outlay needs.
- Prepares and recommends policies for adoption by the Board of Commissioners when the development of such policies would tend to promote efficiency and economy in County Government.
- Supervises Department Heads. Advises and assists other elected or appointed officials.
- Participates in local and regional meetings as a County representative as needed during and after normal business hours.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the governing process at the federal, state and local levels exhibiting in depth knowledge of North Carolina and county government functions; knowledge of the principles and practices of public administration; knowledge of the principles and practices of public human resource management; knowledge of the organization, function and methods of operation of county departments; knowledge of general management and office organization principles and practices; knowledge of local government budgeting, financial management, and purchasing practices; knowledge of the basic laws, ordinances and regulations underlying the county governance; knowledge of county finance and administration; skill in management and supervision of at least 50 employees; skill in analyzing data and making decisions; skill in negotiating and problem solving; skill in public and interpersonal relations; and skill in oral and written communication. A public presence in the community will be expected.

Qualifications:

A bachelor's degree in a related field with an extensive background in local government; or a master's degree in Public or Business Administration, Economics, Finance or related field with some local government experience is preferred; or an equivalent amount of education, training and experience in local government management. Prefer candidates have five or more years of successful supervisory and management experience with strong administrative and budgeting skills.

Salary and Special Requirements:

Salary may be negotiable based on experience and qualifications. Successful candidate must possess or be able to obtain a North Carolina driver's license upon employment, have permanent residence located in Alleghany County within a reasonable amount of time as approved by the board, and successfully pass pre-employment drug test, criminal background and DMV driving record checks. The County Manager position will be subject to the current Alleghany County Substance Abuse Policy.

Benefits:

Full time benefits include county provided health insurance, basic vision coverage, and life insurance; holiday, sick and vacation pay, plus retirement participation in the NC Local Government Retirement System. Voluntary benefits include dental, vision, FSA, AFLAC, 401K, 457 plans, LegalShield, and additional life insurance.

Application Process:

To apply, please submit a letter of interest, detailed resume with references, and a complete State Application for Employment (PD 107) to the Alleghany County Human Resource Officer, Attn: April Hamm, PO Box 366, Sparta, NC 28675. A State Application for Employment (PD 107) and complete job profile can be found online at <http://www.alleghanycounty-nc.gov>. The application process will remain open until the position is filled; first review of applications will begin in late September. Alleghany County is an Equal Opportunity Employer.