



Madison County Vacancy Announcement

County Manager

Position Summary:

Madison County is seeking a skilled professional with proven leadership ability to serve as the next County Manager. Madison County prefers a County Manager who will successfully establish and foster both internal and external relationships. The five-member governing Board of Commissioners is seeking a candidate with strong finance, budget, administrative, and leadership skills who will also encourage growth. Additionally, the County Manager will lead employees across multiple departments and build teams to provide quality services to the County's citizens while receiving direction from the Board of Commissioners. The County Manager will be responsible for staff supervision, goal setting, long-range plans, policy, operations, budgets, and personnel. A strong knowledge of local, state, and federal laws and guidelines are a must, as well as, excellent communication skills. Local and regional participation in boards and committees will be expected during and after normal business hours. The County Manager works under the general supervision of and at the pleasure of the Board of Commissioners for Madison County.

This position is exempt under the Fair Labor Standards Act.

The Community:

Madison County is located in the beautiful mountains of Western North Carolina. It is a community rich in cultural arts, crafts, and music. Madison County is home to many outdoor destinations, including the Appalachian Trail, the Blue Ridge Parkway, and the French Broad River, that provide a picturesque backdrop for recreation activities such as hiking, rafting, and fishing. With a population of just over 21,000, Madison County is a smaller but thriving community with a strong sense of tradition and a desire to grow. The County is home to many flourishing manufacturing businesses, locally-owned businesses and restaurants, a thriving arts community, and much more! With the three unique towns – Marshall, the County Seat, Mars Hill, and Hot Springs – and a short commute to downtown Asheville, Madison County offers a rural pace of life with traditional urban comforts.

Where to Apply:

This position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

Madison County employs 220 FTE employees across 22 departments and has a total budget of \$29.8 million. 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 are based upon North Carolina General Statute 153A-82 and include:

- Direct and supervise the administration of all county offices, departments, boards, commissions and agencies under the general control of the board of commissioners, subject to the general direction and control of the board.
- Appoint with the approval of the board of commissioners and suspend or remove all county officers, employees, and agents except those who are elected by the people or whose appointment is otherwise provided for by law.
- Acts as Budget Officer in preparation of fiscal year budget. Prepare and submit the annual budget and capital program to the board of commissioners. Consults with all departments, commissions, and agencies of the County Government in 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.
- Attend all meetings of the board of commissioners and recommend any measures that he considers expedient.
- See that the orders, ordinances, resolutions, and regulations of the board of commissioners are faithfully executed within the county.
- Annually submit to the board of commissioners and make available to the public a complete report on the finances and administrative activities of the county as of the end of the fiscal year.
- Make any other reports that the board of commissioners may require concerning the operations of county offices, departments, boards, commissions, and agencies.
- Perform any other duties that may be required or authorized by the board of commissioners.

Education and Experience:

Bachelor's degree in Public or Business Administration, Economics, Finance, or closely related field is required; a master's degree preferred; local government experience is preferred; or an equivalent amount of education, training, and experience in local government management that would allow the candidate to successfully perform the essential functions of the position. Candidates with five or more years of successful supervisory and management experience with strong administrative, budgeting, and communication skills are preferred.

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 organization, function, and methods of operation of County Departments.
- Knowledge of general management and office organization principles and practices.
- Knowledge of local government budgeting, finance management, and purchasing practices.
- Knowledge of the basic laws, ordinances, and regulations underlying the County governance.
- Skill in management and supervision.
- Skill in researching and analyzing data and making decisions.
- Skill in negotiating and problem solving.
- Skill in public and interpersonal relations and communication.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions of talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and do extensive reading.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License. Successful candidate must have permanent residence within Madison County within 120 days of beginning employment, or a reasonable time limit as adjusted by the board.

Salary:

Dependent on qualifications and experience. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.