



CLASS SPECIFICATION FOR **County Manager**

GENERAL STATEMENT OF DUTIES: Serves as chief administrative officer of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Appointed by the County Board of Supervisors, the County Manager serves as the chief administrative head of the County with responsibility for the administration of the various functions of government within the policy and guidelines provided by the Board of Supervisors and the Code of Virginia. The County Manager supervises the collection of all revenues, guards adequately all expenditures, secures proper accounting for all funds, looks after the physical property of the County, exercises general supervision over all County institutions and agencies, and, with the approval of the Board of Supervisors, coordinates the various activities of the County and verifies the management of its affairs.

EXAMPLES OF WORK (illustrative only):

- Plans, directs and reviews the work of subordinate officials;
- Prepares annual budget and budget message and otherwise keeps the Board of Supervisors advised of the financial condition of the County, including the status of major projects and programs;
- Prepares periodic and special reports concerning the activities of County government;
- Attends Board meetings, participating in discussions and making special studies and reports requested by the Board or on own initiative;
- Represents the County concerning intergovernmental relationship problems involving neighboring counties and cities;
- Attends professional meetings and otherwise keeps abreast of modern developments in government;
- Delivers talks on County Government before lay and professional groups;
- Hears and investigates citizen and other complaints;
- Conducts staff meetings and encourages department heads in self-development in their fields of work;
- Performs a wide variety of related administrative tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of modern principles of public administration as applied to County government; comprehensive knowledge of modern managerial techniques, principles and practices; thorough knowledge of the scope and function, and laws and policies of local government; ability to establish and maintain cooperative and effective work relationships with the Board of Supervisors, Department Heads, Key Officials, employees and the public; ability to plan and coordinate a diverse number of activities simultaneously; ability to present ideas effectively both orally and in writing; good professional judgment; tact.

EDUCATION AND EXPERIENCE: Possession of a bachelor's degree, and preferably a master's degree, in public administration or a related field and ten (10) years of progressively responsible management experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.