

Code: 0805

## LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:** Assistant County Manager

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional work by providing administrative and managerial assistance to the Lee County Manager. Consults with the County Manager to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations. At the County Manager's direction, provides analytical support and strategic guidance to departments on special projects.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides administrative and managerial direction to assigned departments through subordinate department directors in accordance with County policies, procedures and applicable laws including enforcing the County personnel policy. Maintains strong working relationships with the county officials, employees, and the general public. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Directs functions of departments as assigned by the County Manager and serves in the capacity of chief administrative officer when directed by the County Manager.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Communicates with county officials, other departments, employees, local/state agencies, contractors, consultants, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction. Prepares and presents status updates on major projects; reviews, presents, and solicits prioritizations to leaders and public.

Receives various forms, reports, correspondence, proposed budgets, budget reports, invoices, time sheets, specifications, architectural drawings, ordinances, statutes, regulations, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Tracks and manages the implementation of major County projects, ensuring adherence to deadlines, costs, and specified standards; confers with department heads, supervisory boards, County Commissioners, court officials, architects, contractors, etc., to resolve disputes, as necessary.

Assists County Manager and attorneys representing the County in various legal matters including litigation, land acquisition, bond issues, or other matters.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department for action and follow-up. Takes action on issues or problems brought to the Board and/or the County Manager's attention; researches issues and recommends appropriate responses. Serves as task leader in special projects; plans, develops, and coordinates projects; leads team members. Assists County Manager, and attorneys representing the County in various legal matters including litigation, land acquisition, bond issues, or other matters.

Participates in budget development and approval processes; prepares, reviews, defends, and amends departmental budgets; conducts detailed cost analyses; monitors expenditures to ensure compliance with approved budgets.

Attends meetings, serves on committees, and makes presentations as needed; delivers public presentations to community/civic organizations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.

Operates a personal computer, phone system, fax machine, scanner, copier and other office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheets, graphs, desktop publishing and other system software. Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, project management, presentation, e-mail, internet, or other computer programs or office equipment.

Assists with development and implementation of long and short-term plans, goals, and objectives for the county and/or individual county departments; evaluates efficiency and effectiveness of county/department operations, methods, procedures, and use of resources; recommends and/or implements improvements as needed.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Public Administration, or closely related field; six to nine years of experience in the administration and management of local government programs and personnel preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*