

## Luzerne County Manager-Executive for the 12<sup>th</sup> largest County in Pennsylvania

Luzerne County, PA

Established in 1786, Luzerne County sits strategically 2 hours from most major metropolitan areas. This exciting region of the Commonwealth of Pennsylvania - Luzerne County and its two major cities, Hazleton and Wilkes-Barre are thriving, exciting, and looking forward to a future filled with new opportunities and prospects, new jobs and a refreshing new vitality. Thanks to the cooperative efforts of more than a dozen local, regional, and state organizations - public and private - the communities in this great part of Pennsylvania are focused on a better life for everyone that calls Luzerne County home.

In 2010 the citizens of Luzerne County voted to change from a Commissioner based form of government to Home Rule. As a home-rule form of the government the county operates under a strong manager form of government. Other key elected officials include the eleven members of the county council who make up the legislative branch of the government. The county also has elected Controller and district attorney. Opportunities continue to form the way we operate and define this position. Operating under the Council-Manager form of government, Luzerne County is a home rule Charter County. As such, the Luzerne County Council selects and appoints the County Manager, as well as the members of over 30 separate authorities, boards and commissions.

The County Manager serves as the chief administrative officer, who implements council policies, provides organizational leadership and manages the delivery of county services, programs, initiatives and the day-to-day operations of the county including, Judicial and Records and Services, Planning and Zoning, Human Resources, Public Defender, Operations, Budget and Finance and Information Technology.

Luzerne County employs 1600 full-time employees. The FY2021 General Fund Budget totals \$157 million project for 2022. Eight Division heads

report directly to the County Manager and they are the ultimate decision maker regarding operational activities. Over the last 5 years, county leadership has been successful in moving the County to a position of strong financial stability. Evidence of this progress is Bond Rating (A-). This increases our financing options and lowers our costs. Additionally, this enhanced financial strength allows us to proactively seek opportunities to support continued economic growth for the citizens of Luzerne County and make well thought out and strategic investments in infrastructure possible.

### Essential Duties and Responsibilities

\*To be reviewed by committee before addition from previous JD

### Requirements

- A bachelor's degree in public administration, finance, business administration, or a closely related field from an accredited college or university.
- A minimum of five (5) years related professional experience (department director, assistant county manager or city manager) in a similar or larger organization required.
- A master's degree and/or county management credentials, such as International City Management Association Credentialed Manager or similar designation are desired but not required.
- Experience with Home Rule charter form of government is desired but not required.

### Compensation

The County of Luzerne offers a competitive total rewards program that includes a base salary range not to exceed \$185,000(\*as determined by the charter regulations and budgetary decision for fiscal year 2023). The actual salary will be determined by County Council and based on the selected candidate's qualifications and experience. Additionally, the county offers a robust benefit package that includes medical insurance, dental insurance,

vision care, Flexible Spending Accounts, basic life insurance, retirement program, paid leave and employee assistance program.

Luzerne County is an Equal Opportunity Employer. Special consideration will be granted to candidates who have Veterans preference.