

Luzerne County Manager-Executive for the 12th 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.

Luzerne County employs 1600 full-time employees. The FY2023 General Fund Budget totals \$162 million. 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.

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.

Essential Duties and Responsibilities

- Ensures that all relevant laws, provisions of the Home Rule Charter, ordinances, resolutions, and other actions of County Council, and all policies established by County Council for the administration of County operation are faithfully executed.
- Oversees all County divisions, departments, bureaus, offices, agencies, commissions, and other administrative units of the County government not specifically placed under the jurisdiction of any elective County official, the Judiciary, or Office of Court Administration by the Home Rule Charter or applicable law, and is ultimately responsible for the efficient operation of the county.
- Appoints, promotes, disciplines, suspends and removes, or delegates the power to appoint, promote, discipline, suspend and remove subject to the terms and conditions of the County Personnel Code, other personnel policies, applicable labor contracts, and applicable laws, all County employees who have not been specifically placed under the jurisdiction of any elective or appointed County official, the Judiciary, or Office of Court Administration by the Home Rule Charter or applicable law.
- Prepares or causes to be prepared the annual General Fund, capital, and other required County budgets and the long-range operational, fiscal, and capital plan. Submits them to County Council for its consideration and/or approval in accordance with the provisions of the Home Rule Charter.
- Subject to the provisions set forth in Section 2.09 of the Home Rule Charter, negotiates, awards, and signs on behalf of the County or causes to be negotiated, awarded, and signed on behalf of the County, all agreements and other instruments to which the County is a party

including those which prior to the adoption of the Home Rule Charter required the signature of the chair or any member of the Board of Commissioners.

- Presents an Annual “State of the County” report at a meeting of County Council within 60 days after close of the fiscal year.
- Determines the appropriate organizational structure and provides plans for restructuring as needed.
- Confers with Divisional Directors and other managers for specific requirements, objectives, procedures, program plans, progress and performance.
- Demonstrates working knowledge in reviewing and analyzing financial statements, bond issues and restructuring, other short and long term financing, and other executive level financial acumen.
- Reviews audit findings and takes corrective action if needed.
- Reviews programs, plans, technical reports, budgets and other administrative information submitted by Division Directors and other managers.
- Reviews proposed and actual ordinances and regulations from a variety of sources to identify and resolve if possible and County concerns.
- Confers with County Council as to the financial condition of the County, the activities and operations of all divisions, departments, bureaus, offices, agencies, boards, commissions and other administrative units of the County under his/her direction and supervision and the future needs of the County.
- Provides advice and recommends actions, policies and/or procedures regarding all County administrative affairs.
- Attends and participates in administrative, legislative and other decision-making sessions as required by Council, providing information and recommendations on topics under consideration.
- Represents the County administration at conferences and meetings in intergovernmental relationships, in meetings and negotiations with the heads of other governmental or quasi-governmental bodies, and in matters relating to economic development, or designate a County employee to represent the County in his/her place.
- Enhances and maintain community relations with the public
- Promotes cooperation with other local governments and with State and Federal governments.
- Other projects, duties or opportunities as recommended by Council.

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

Compensation

The County of Luzerne offers a competitive total rewards program that includes a base salary range of \$110,000-\$TBD (recommendation \$175K-\$180K) . The candidates 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.