

LUZERNE COUNTY, PA - County Manager

The Home Rule Transition Committee of Luzerne County, PA is looking for a professional, proven, proactive, results oriented and energetic manager & leader for the position of County Manager. The Transition Committee is currently accepting applications for Luzerne County's first County Manager under a new Home Rule structure of government beginning in January 2012, and the position will be filled as soon as possible thereafter.

Luzerne County is located in northeastern Pennsylvania; the City of Wilkes-Barre is the County Seat. Luzerne County has a population of 320,918; an annual budget of \$125M; and 1,987 employees.

The Luzerne County Manager shall serve as the head of the Executive Branch of government for the County. The County Manager is appointed by, and reports to, an eleven (11) member elected part time County Council.

The County Manager is responsible for the administration of all County operations placed in his or her charge by the Home Rule Charter, the Administrative Code and other County ordinances and/or resolutions. The County Manager directs the County's organizational, operational, management, budget and administrative operations and activities as well as providing oversight for all Division Heads in the County. The position plans, directs, and controls the operations and activities of all County employees who report through to this position.

Minimum Qualifications: Bachelor's Degree, and at least 5 years' relevant experience.

Preferred Qualifications: Master's Degree, or its equivalent, preferably in Public Administration.

Prior executive-level position a plus. Prior experience as County Manager or its equivalent a plus.

Prior experience in transitional start ups and turn arounds a plus.

Detailed County Manager job description and Luzerne County Home Rule Charter can be found by visiting the Luzerne County Website @ www.luzernecounty.org

Qualified candidates who meet or exceed the above criteria should forward their:

- Cover letter
- Resume
- Salary requirements
- 3 references
- Availability upon notification of hire

No later than September 30, 2011 to:

hr-office@luzernecounty.org

Apply on line at:

www.cwds.state.pa.us

or

send hard copy to:

Human Resources Department
Luzerne County Courthouse
200 North River Street
Wilkes-Barre, PA 18711-1001

The County of Luzerne is an EEO/ADA employer.