

LUZERNE COUNTY, PENNSYLVANIA

JOB DESCRIPTION

Position Title: County Manager	Division: Administration
Reports to: County Council	FLSA Status: Exempt

Position summary: The County Manager shall serve as the head of the Executive Branch of government for the County. 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.

Essential Duties and Responsibilities

1. The County Manager shall have and may exercise such executive and administrative powers and duties as are conferred or imposed upon him/her by the Home Rule Charter, the Administrative Code, other County ordinances or resolutions, and those generally conferred upon County government in the Commonwealth of Pennsylvania by applicable law to the extent they are not inconsistent with the provisions, spirit, and purpose of the Home Rule Charter.
2. Ensure 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 operations, are faithfully executed.
3. 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.
4. Appoint, promote, discipline, suspend, and remove, or delegate 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.
5. Prepare or cause to be prepared the annual General Fund, capital, and other required County budgets and the long-range operational, fiscal, and capital plan and submit them to County Council for its consideration and/or approval in accordance with the provisions of the Home Rule Charter.

6. Prepare or cause to be prepared the Administrative Code, Personnel Code, Accountability, Conduct, and Ethics Code, and any other code required by the Home Rule Charter or desirable for the efficient and effective administration of County government and submit them to County Council for consideration and/or approval in accordance with the provisions of the Home Rule Charter.
7. Subject to the provisions set forth in Section 2.09 of the Home Rule Charter, negotiate, award, and sign on behalf of the County, or cause 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.
8. Present an Annual "State of the County" Report at a meeting of County Council within 60 days after the close of the fiscal year.
9. Hold at least one public forum annually for the purpose of providing a reasonable opportunity for the public to offer comments and suggestions directly to the County Manager. Each forum shall be held in the evening. The date, time, and place of each forum shall be advertised and posted on the County website and/or other electronic medium as shall be provided for in the Administrative Code.
10. Ensures compliance with applicable local, state and federal laws, rules, regulations and ordinances.
11. Determines the appropriate organizational structure and provides plans for restructuring as needed.
12. Determines long and short term goals, programs, policies and schedules for countywide administrative management issues.
13. Confers with Divisional Directors and middle management for specific requirements, objectives and procedures.
14. Recommends and develops plans for major projects and programs.
15. Insures development of related budget, staffing and other resources required as well as provides justifications, statistics and other back up information for submission to the Council or other legislative or governmental entities.
16. 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.
17. Reviews audit findings and takes corrective action, if needed.
18. Prepares long range plans, work programs, technical reports and projections necessary for discussion and/or adoption of programs and projects undertaken by the County.
19. Prepares reports and recommendations to County Council on administrative and operational matters.
20. Confers with and advises Divisional Directors and other managers on program plans, progress and performance.
21. Provides advice and assistance with administrative problems affecting management of all the divisions of the County.
22. Provides advice and assistance with personnel and labor relations matters, particularly union negotiations.
23. Provides advice and assistance with technical issues and challenges.

24. Reviews programs, plans, technical reports, budgets, and other administrative information submitted by Division Directors and other managers.
25. Reviews proposed and actual ordinances and regulations from a variety of sources to identify and resolve, if possible any County concerns.
26. Proposes and/or undertakes managerial studies to improve the administrative operations of the County.
27. Develops and maintains open communication with the elected Council and other individuals.
28. 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.
29. Responsible for timely implementation of action taken by County Council in accordance with the Home Rule Charter.
30. Provides advice and recommends actions, policies and/or procedures regarding all County administrative affairs.
31. Coordinates departmental or divisional activities with other County departments, and offices.
32. Attends and participates in administrative, legislative and other decision-making sessions as required by Council, providing information and recommendations on topics under consideration.
33. 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.
34. Enhances and maintain community relations with public and maintains positive relationship with community.
35. Complies with Article IV, Section 4.04 of the Charter prohibitions.
36. Promotes increased cooperation with other local governments and with State and Federal governments and school districts.
37. May be required to attend and/or address civic or professional conferences and meetings, or otherwise serve as a representative of County administration.
38. Demonstrates sound judgment, high moral standards and personal integrity.
39. Performs other duties as reasonably assigned.

Essential Leadership/Supervisory Duties and Responsibilities
1. Supports and promotes the ethical and efficient operations of the County and serves as a model for all associates
2. Develop both short (one year) and long term plans and goals to evaluate work accomplishments of subordinate(s).
3. Establish and maintain effective relationships with other supervisory staff and employees.
4. Apply and adapt practices and techniques to the special requirements of senior management.

Minimum Qualifications, Skills and Abilities Required	
Minimum Qualifications:	Bachelor's Degree and at least 5 years' relevant experience.
Preferred Qualifications	Master's (preferred) (or its equivalent) preferably in Public Administration or a related degree. Prior executive-level position a plus. Prior experience as County Manager or its equivalent a plus. Prior experience in transitional start-up and turn-around environments a plus.
Skills/Abilities:	Proven skills in growth management, administration and planning infrastructure improvement programs, innovative problem solving techniques, strong financial management experience, effective customer service and strong interpersonal skills.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not a comprehensive listing of all responsibilities and duties that may be assigned or required by this position.

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