



"People to match our mountains"
BUNCOMBE COUNTY, NORTH CAROLINA

Buncombe County, North Carolina is seeking an Assistant County Manager.

The community boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County was home to many indigenous towns primarily occupied by the Cherokee People, but was also home to other indigenous cultures like the Catawba People. Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, Nina Simone, Roberta Flack, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitors every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continue to attract top-notch talent from around the world.





The Position: Assistant County Manager

Purpose of the position:

The primary purpose of this position is to assist the County Manager in providing overall strategic and administrative leadership and supervision to County departments to ensure proper planning, implementation and direction of Buncombe County services and programs. This is a newly created position which will supervise Elections, Recreation Services, Libraries, Sustainability, Strategic Partnerships, General Services and Air Quality Departments. Key projects in these departments include the 2024 General Elections, conducting a Recreation and Open Spaces Master Plan, leading a feasibility study for school consolidation as required by the NC General Assembly, and implementing a countywide facility assessment. At the direction of the manager, this position will also work with community stakeholders, other governmental units, and departments to facilitate coordination and collaboration for the efficient delivery of services to the residents of Buncombe County.

Essential functions of the position:

- Provide leadership and direction to Department Directors for program development, work with department directors in meeting program standards and the monitoring and evaluation of service delivery; overall coordination and management of budget activities, provide direction to departments for the recruitment and retention of qualified staff.
- Facilitate consistent improvements in the provision of services, assisting in the development, implementation, and measurement of progress of County-wide objectives. Manages and supervises special projects and task forces.
- Carry out strategic plans, goals, and objectives for areas of oversight ensuring strategic plans support the broad County mission, goals, and objectives.
- Represent the County Manager in the absence of or at the direction of the Manager.
- Performs other related duties as assigned.

Typical Work Schedule:

- Adheres to assigned work schedule as outlined in the Department and County attendance policies and procedures.
- Regular, predictable attendance is essential.

- This position is in-office and is located at the County Administrative Offices at 200 College Street in downtown Asheville.

**Note: This position has been identified as an emergency essential position and as such employees in this position may be needed to work, including after-hours, weekends and during a public emergency (to include but not limited to: floods, ice storms, disease outbreak, terrorist attack, etc).*

Supervision Received:

Works with broad administrative and policy direction and must make decisions based on knowledge of the mission, strategic objectives, and regulatory constraints of the department. Work requires many different processes and methods and a great deal of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables, including some that are unclear or conflicting.

Supervisory/Leadership Responsibilities:

Executive level administration over multiple functional areas where the nature of supervision involves providing administrative and/or strategic direction to other administrative personnel. Work influences a wide range of professional or administrative activities and impacts the well-being of many groups of people including staff, community members, and stakeholders.

Decision Making and Problem Solving:

Problem may be of a more ambiguous level requiring a range of possible solutions. Critical thinking skills and the ability to multi-task are required. Decisions are based on knowledge of policies and procedures, but also require working within the known strategic goals of the department or organization. May develop tactics to deal with political/people or mechanical/technological problems.

Knowledge, skills, and other abilities:

- Extensive knowledge of local, state, and federal regulations and statutes and demonstrated ability to establish operating standards and procedures to ensure compliance.
- Extensive knowledge of the principles and practices of public administration, county government operations, organizations, procedures, and policies.
- Knowledge of internal controls and the ability to identify problems and changing requirements.
- Knowledge of principles, concepts, and practices of organizational management.
- Knowledge of management and supervisory principles, practices and techniques including how to delegate authority and assign work, how to deal effectively with difficult employees, how to evaluate performance and to participate in disciplinary actions, and ability to mentor new supervisors.
- Knowledge of professional fiscal theory, techniques, practices, and procedures.
- Ability to communicate succinctly and accurately all major and/or complex situations and actions in plain terms to a wide variety of audiences.
- Ability to interpret rules and regulations, internal and external to the organization.
- Ability to develop and maintain professional working relationships in complex and/or difficult situations in order to achieve organizational goals.
- Ability to respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Ability to deliver presentations to managers, boards, commissions, civic groups, County Commissioners, and the general public.

- High tolerance for ambiguity, challenge, and change. Ability to show composure in difficult circumstances.

Organization Conformance Standards – All Employees Must:

- Interact with other employees, customers, and partners in an effective manner, with professionalism and cultural competency; work effectively and efficiently as a team contributor including interacting and communicating clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services, and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines; Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines, and directions; ability to maintain calm demeanor while dealing with stressful situations and customers.
- Demonstrate the County's core values through performance and conduct. This expectation extends beyond the workplace and County systems, including off-site and off-duty conduct. Conduct cannot undermine an employee's creditability as a representative of the County. Employees must conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Coordinate work efforts with other employees and organizations to accomplish a common task; responsible for managing matters affecting employment and completing personnel-related activities timely and according to County policy.
- Safely and successfully perform the essential job functions consistent with ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADA, FMLA, and other federal state and local standards.
- Ability to successfully pass a drug screen and criminal background check.

Minimum Education, Training and/or Experience (required at time of hire):

Master's degree in Public Administration or closely related field and seven (7) years of progressively responsible administrative experience, including five years at a senior management level in local government, or an equivalent combination of education and experience.

License or Certification Required by Statute or Regulation:

May require registration, certification, or licensure in a specialty area.

Physical Requirements:

The work is primarily light work requiring exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

During a State of Emergency, and at the discretion of the County Manager, county employees may be called in for service. This includes both essential and non-essential personnel.

The above statements are intended to describe the general nature and level of the work being performed by an employee assigned to this work. This is not an exhaustive list of all duties and responsibilities and the County reserves the right to amend or change responsibilities to meet business and organizational needs as necessary. This job description does not create a contract of employment.

Department: County Manager

Location: Asheville, NC

Job Posting End Date: This position will be posted until filled with an initial review of candidates beginning in March. The start date for this position is Monday, July 1, 2024.

Salary Range: The hiring range for this position is \$127,807.24 - \$157,096.43.

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition, Buncombe County expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are an organization that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

To apply, visit [buncombecounty.org/careers](https://www.buncombecounty.org/careers)

