

**Job Announcement for Assistant County Manager**  
Edgecombe County – Office of the County Manager  
201 St. Andrew St. Tarboro, NC 27886

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The Edgecombe County Manager is seeking qualified applicants for the position of Assistant County Manager. This position will oversee special projects for the County Manager. The Assistant County Manager also serves as the Human Services Director and directly supervises the Health and Social Services Directors. A more detailed description of the position as well as the application process is as follows.

**General Definition of Work**

Performs difficult professional and administrative work managing and completing projects at the request of the County Manager, administering county programs related to housing and economic development, grants, citizen participation, redevelopment, conservation, relocation, demolition and other related projects, representing the County on boards and committees, providing fiscal management for housing, economic development and other grant programs; corresponding with clients, local government officials and agency representatives, managing private consultants contracted by the County, conducting research and strategic planning, and related work as apparent or assigned. Work is performed under the limited supervision of the County Manager.

**Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Essential Functions**

- Manages special projects for the County Manager.
- Writes and manages grants.
- Works with other departments on special projects.
- Corresponds with clients and other agency representatives over the phone and in person.
- Represents the County on boards and committees.
- Prepares oral and visual presentations.
- Approves payment requests.

**Knowledge, Skills and Abilities**

Comprehensive knowledge of county policy and procedure manuals, statistical data, philosophies, principles, laws, regulations and procedures; comprehensive knowledge of goals and priorities of community development programs; thorough knowledge of the social and economic characteristics of the community; general knowledge of commercial and residential rehabilitation principles and practices; general knowledge of the scope and functions of municipal government, including municipal finance, budgets, personnel administration, engineering and architectural drawings; comprehensive skill in operating personal computer equipment and related office software; comprehensive skill in processing timesheets, letter composition, financial report composition and grant proposal composition; comprehensive skill in statistical software and manipulating data; thorough skill operating standard accounting

software; general skill in preparing spreadsheets and maintaining a statistical database; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial reports; ability to perform and organize projects independently and to manage multiple projects at one time; ability to speak in public; ability to establish and maintain effective working relationships with associates and the general public.

### **Education and Experience**

Bachelor's degree and extensive experience in community development, grants management, personnel management, budgeting, fiscal management, HUD program management, planning, economics, public administration, or equivalent combination of education and experience. Master's degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the State of North Carolina.

**Salary:** This position is at a grade 26 on the County's pay scale, with a starting salary of \$58,550. However, the starting salary may be negotiated depending on a combination of qualifications and experience.

**Closing Date:** Applications will be closed on **September 30, 2015**. The County Manager reserves the right to extend the closing date if needed to increase the pool of qualified applicants.

### **Application Process:**

Qualified persons interested in being considered must submit a resume along with a completed Edgecombe County Employment Application. You may obtain an application online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov) or from the Edgecombe County Manager's Office located at 201 St. Andrew St. Tarboro, NC 27886.

### **Send your resume and completed application to:**

Eric Evans, County Manager  
PO Box 10  
Tarboro, NC 27886

Edgecombe County is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-verify and criminal backgrounds screenings are required.