

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

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 may be found at www.edgecombecountync.gov.

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.

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.

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.

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 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.