

Office of Human Resources



JOB DESCRIPTION

Job Title:	<u>Chief Clerk/County Manager</u>	Paygrade:	<u>100-C</u>
Department:	<u>Commissioner's Office</u>	Date Original:	<u>1/01/14</u>
Reports to:	<u>Commissioners</u>	Date Revised:	<u>9/22/14, 05/23, 07/26</u>
Supervises:	<u>Grant Writer</u>	FLSA Status:	Exempt: <u>X</u> Non-Exempt: <u></u>

BASIC FUNCTIONS: The Chief Clerk/County Manager is the principal administrative officer of the County who coordinates and facilitates the administrative functions of the County Commissioners. Responsible for the day-to-day financial operations and management of the County, including implementing and administering policies determined by the Board of Commissioners.

NATURE AND SCOPE: The Chief Clerk/County Manager directs the completion of all actions required by the Board of Commissioners, including budgetary and fiscal operations, staff and liaison support to the Board of Commissioners, and other general administrative duties.

MINIMUM REQUIREMENTS: Mandatory Bachelor's degree in Accounting, Finance, Business Administration or Public Administration. CPA, MBA, MPA, license preferred. Knowledge of governmental accounting standards and computer skills in using Microsoft Office products and automated accounting systems (i.e., Tyler Eden and Tyler Enterprise ERP (Munis)). Effective communication and leadership skills. Five to ten years of accounting work experience in a supervisory or administrative capacity, or any equivalent combination of training, education, and relevant experience that demonstrates the ability to perform the duties of the position.

HUMAN RELATIONS SKILLS: The Chief Clerk/County Manager in the Commissioner's Office must demonstrate a significant degree of discretion and judgment with oversight by the Commissioners. The Chief Clerk/County Manager must demonstrate the ability to represent the department in a courteous and professional manner when dealing with the general public, Elected officials, Department Heads, and other co-workers. The employee must be articulate and able to communicate effectively in a positive manner via the phone, internet, and/or in person with various levels of personnel and the general public.

REQUIREMENTS:

1. Must have knowledge of fire, safety, evacuation, and emergency procedures.
2. Must have knowledge of and apply departmental and facility policies and procedures.
3. Must demonstrate the ability to perform routine duties of the department.
4. Must have knowledge of basic computer software and governmental accounting systems.
5. Must possess the ability to interact with co-workers and the general public in a courteous professional manner.
6. Must possess a valid Driver's License and be willing to travel as needed.

CERTIFICATES, LICENSES, REGISTRATIONS: CPA, MBA, MPA, license preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review agendas for all public meetings of the Board of Commissioners.
2. Oversees policies, orders, ordinances, resolutions, and regulations promulgated by the Board of Commissioners.
3. Attend public meetings and executive sessions of the Board of Commissioners.
4. Confer with any person concerning the affairs of County Government and provide feedback to the Board of Commissioners on financial or other County operational issues.
5. Make recommendations to the Board of Commissioners concerning any office, department, or employee of the County.
6. Review management operations and methods in order to improve workflow, simplify office procedures and practices, review office layouts, and suggest performance standards and cost reduction plans to create new management systems and controls, including those required by State or Federal grant guidance.
7. Prepare reports upon the direction of the County Commissioners and, with general policy guidance, provide objectives to officials and department heads.
8. Prepare and finalize the County's entire annual budget, including delineation and justification of requests for expenditures for all new programs. Facilitate and oversee all annual budget hearings with all Row Officers, Department heads, Controller, and Board of Commissioners prior to budget finalization. Place the final proposed budget out for public inspection in accordance with the County Code prior to the Board of Commissioners budget adoption.
9. Review and approve Department or Row Office requests for capital purchases of materials, supplies, and equipment to carry out the business of the County.
10. Keep the Board of Commissioners informed of the budget expenditures, financial condition, and future needs of the County and make such recommendations considered expedient.
11. Serve as an information resource for county government through various news media, local government officials, and the general public.
12. Manage the County Budget funds, including review and approval of department budget transfer requests or preparing budget transfers for capital purchases within the General Fund from the capital contingency account.
13. Prepares the Management's Discussion and Analysis (MD&A) section required for the County's annual financial statements.
14. Coordinate solicitation with banks for interest rate quotes on Tax and Revenue Anticipation Note (TRAN).
15. Strategic Planning for County Government Fiscal Sustainability.
16. Fulfills duties on the Prison Board. Attend Prison Board meetings, make audio recordings for transcription purposes, provide agendas, and monitor public comment periods.
17. Provide fiscal support for County departmental grants, including grant monitoring of any sub-recipient of County pass-through grants. County Manager is the direct supervisor of the Cambria County Grant Writer.
18. Act as representative of the Board of Commissioners at building or other capital project meetings. Report progress and advise Commissioners of the status of such projects.
19. Liaison between the Board of Commissioners and the County Controller on all financial matters.
20. Coordinate the work of the Commissioners' office staff.
21. Perform any other duties that may be required or authorized by the Board of Commissioners.
22. Serves as the Chief Clerk of Elections for the County Election Board to administer oaths before/during/after primary and general election days. Also offers general assistance during the election process.
23. Must adhere to the County's Absentee and Tardiness Policy, requiring regular attendance and punctual reporting to work.
24. Performs other related duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.