

## EMPLOYMENT ANNOUNCEMENT

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Wasatch County Manager's Office seeks full time Assistant County Manager. Salary range \$85,000-\$110,000 complimented with full benefit package. This is an appointed administrative position, exempt from career service as outlined in the Utah Personnel Management Act; UCA 17-33-8. This position reports to the Wasatch County Manager to provide assistance in planning, directing, and managing of delegated administrative functions and activities of County operation. Requires Bachelor's Degree in Public Administration, Public Finance or similar education degree. Master's Degree in Public Administration or Business Administration is preferred. Four (4) years of progressively responsible experience in local government administration. Applicants should submit completed Wasatch County Employment Application, copy of Resume, and three (3) letters of professional reference to the Wasatch County Personnel Office 55 S 500 E Heber City UT 84032. Full job description and employment applications are available online at [www.wasatch.utah.gov](http://www.wasatch.utah.gov). Complete application materials must be received by the Personnel Office by 5:00 PM, Friday, February 8, 2019. Wasatch County is an EOE.

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### WASATCH COUNTY JOB DESCRIPTION

TITLE: Assistant County Manager  
GRADE NUMBER: \$85,000-\$110,000 plus full benefit package  
EFFECTIVE DATE: June, 2018 Revised 01-2019  
DEPARTMENT: County Manager

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#### JOB SUMMARY

Reporting to the County Manager with assistance of planning, organizing, directing, and managing administrative functions and activities of County operations. Responsible for delegated areas of County functions.

#### STEP AND GRADE CHARACTERISTICS

This is an Administrative position which has confidential and key policy-determining responsibilities, and is appointed by the Wasatch County Manager. Position is exempt from career service.

#### ESSENTIAL FUNCTIONS

Under the direction of the County Manager provides policy oversight for specified County departments in the day-to-day operations of County government.

Provides policy recommendations in long range strategic planning; under the direction of the County Manager implements approved plans for current and future County needs.

Assists in the development and oversight of the County budget, working with department heads on budget requests. Monitors the continuous review of County expenditures throughout the year.

Conducts research to discover new methodologies or to find solution for unresolved problems by way of conducting surveys, interprets results, informing County Manager of recommended results.

Researches, organizes, and interprets data in verbal and written form derived from a variety of original and secondary sources. Prepares reports and communications for the County Manager.

Under the direction of the County Manager represents the County to public, community organizations, and other government agencies.

May participate in administrative and/or executive sessions with the County Manager; receives special projects or assignments related to any of the statutory obligations of the Manager.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern principles and practices of public administration. Knowledge of local government structure and functional organization. Ability to maintain cooperative working relationships with those contacted in the course of work activities including elected officials, all levels of management, employees, other governmental officials, community and civic organizations, the media, and the public exercising tact and diplomacy in dealing with highly sensitive political, public policy, community, and employee issues and circumstances. Ability to take direction from the county Manager. Ability to understand, interpret, explain and implement county, state and federal laws and regulations affecting the work of County government. Knowledge of fields of operation relations to the various departments of local government.

Knowledge of County operating procedures. Ability to evaluate, develop, and implement approved management systems, policies, and procedures. Ability to conduct special studies provide interpreted findings to solve administrative problems and prepare and present such reports. Ability to communicate clearly and concisely both orally and in writing. Ability to present reports and recommendations in public meetings. Skill in word processing, spreadsheets, Powerpoint, data processing, Outlook, and basic computer proficiency. Skill in reading, writing, and math. Familiarity with GASB. Ability to coordinate multiple tasks efficiently. Skill in analytical problem solving.

#### **PHYSICAL DEMANDS**

Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds. Use tools or equipment requiring a high degree of dexterity. Regularly drives a motor vehicle. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

#### **WORKING CONDITIONS**

Work is performed in an office, library, computer room, or other environmentally controlled room. Work requires travel to County and outside County locations to attend meetings and events. Required meetings will take place during evening hours. Position requires availability to receive and respond to communication at all times outside of normal County operating times.

#### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Public Administration, Public Finance or similar education degree. Master's Degree in Public Administration or Business Administration is preferred. Four (4) years of progressively responsible experience in local government administration.

#### **LICENSING, CERTIFICATION, AND SPECIAL REQUIREMENTS**

Utah State driver's license.

Comprehensive background screen.

Ability to attend evening meetings.

Appointed individual must be a resident or willing to immediately relocate to a residence in Wasatch County and remain a resident of Wasatch County throughout job tenure.

\*\*This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.