

**SHELBY COUNTY, ALABAMA  
COUNTY MANAGER**

**ANNUAL SALARY RANGE**

\$141,884.60 - \$196,955.20

**JOB SUMMARY:**

Directs and manages the following functions, departments, services and administers any associated policies or practices : Finance – Governmental Funds & Proprietary Funds including Business Revenue collections; serves as Revenue Commissioner responsible for License Offices and associated actions; Facilities & General Services – county buildings, properties, infrastructure and county airport; Personnel Services; Capital project development with public buildings, land and IT systems; Economic Development, Tourism and Promotional projects or initiatives; IT Services; Juvenile Detention; Development Services: building code enforcement and inspection, Planning and Zoning Administration; Water Services; Environment Services: landfill, storm-water management, animal control and emergency management; Community Services and the related county contract services; medical services for adult inmates at county jail. Position is responsible for recommending new policies and legislation and upon approval, responsible for the development and enforcement of all county policies or local legislation; responsible for actions associated with budget development and implementation of the budget(s) upon approval of the budget(s) by the Commission. Responsible for the development and management of capital improvement projects including public or private partnerships and the approval of the associated actions. Delivers public information (oral and written) on a regular basis, responds to public inquiries and performs public speaking to groups or special assemblies – annual formal presentations and upon special request.

County Manager's position is governed through Act 93-664, Act 99-325 and Act 2001-451(constitutional amendment).

**DUTIES AND RESPONSIBILITIES:**

- Selects, directs and supervises department heads for assuring consistent and responsive services; insures that county business operations are in compliance with local and federal law, and county regulations or resolutions.
- Serves as the county's purchasing agent and recommends legislation and or policies.
- Prepares and or directs/supervises the preparation of the legislation or policies.
- Manages, directs or implements capital improvement projects - new buildings, land improvements, parks, equipment...etc.
- Selects and manages professionals such as engineers, architects, contractors, specialty legal counsel, and other professionals.
- Serves on the Board of Directors of incorporated Community Service Agencies and/or governmental agencies or committees.
- Directs the assignment of or addition on new departmental practices or functions.
- Directly responsible and involved with personnel services, risk management and associated administration.

**SUPERVISION EXERCISED:**

Responsible for department heads, administrative personnel and professional consultants associated with the operating departments, capital improvement projects and services.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of management principles and practices, human resources, such as labor laws, governmental accounting practices, tax laws and regulations, state laws governing purchasing and bid laws; ethics, state or federal laws and construction codes and standards. Must have demonstrated verbal and written communication skills to communicate effectively with diverse clients, assemblies or professional personnel and the ability to operate equipment and maneuver varying terrain and during inclement weather. Must be resourceful and able to secure and retain new information and manage diverse departments and services. Must maintain consistency and promote thoroughness and responsiveness. Must have the ability to effectively manage multiple capital projects and the ability to compile and organize all required information or specifications for the solicitation of bids or proposals for professional services including architectural, engineering and/or legal services, capital equipment purchases, building or public infrastructure construction projects, and related activities.

## **QUALIFICATIONS AND REQUIREMENTS:**

### ***MINIMUM REQUIREMENTS***

- Bachelor's degree. Primary courses in management, finance, training and development, public administration or related areas.
- Ten years of progressively responsible managerial experience with five being in government and direct prior experience in a county or city management position with overall leadership responsibilities or equivalent departmental leadership position with varying operations or business units.
- Demonstrated work product or service accomplishments must be departmental and/or organizational start-up or re-organization of principle policies and practices development with direct implementation successes.
- Prior work product and performance must illustrate a high level of resourcefulness with effective written and oral communication skills.
- Valid Driver's License.
- Willing to work nonstandard hours, typically 50 plus hours per week, nights and weekends as needed.
- Willing and able to travel freely as necessary.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

### ***PHYSICAL DEMANDS***

Work is primarily sedentary with required standing, walking, climbing, lifting, carrying, pushing, pulling and walking on varying terrain or equipment.

### ***WORK ENVIRONMENT***

Work is performed inside and outside with direct responsibilities with or during actions associated with inclement weather events or public safety action duties with the juvenile detention facility, water services, public facilities and emergency management activities including the inspections of public structures and utility services including providing direct assistance to citizens during inclement weather conditions and or emergency management activities.

## **CONDITIONS OF JOB OFFER AND EMPLOYMENT:**

- Possess and maintain a valid Driver's License
- Complete Background Check (maybe repeated periodically during employment) including, but not limited to:
  - Social Security Record Inquiry
  - Criminal History Inquiry
  - Sex Offender Database Inquiry
  - Motor Vehicle Report/Driver's License/Driving Record Inquiry
  - Past Employment Verification
  - Education Verification
- Pre-employment physical examination with County designated physician
- Pre-employment drug test at County designated test location
- E-Verify Eligibility to Work in United States
- Unclassified Service Appointment by Shelby County Commission
- Work beyond normal work shift or schedule
- Travel throughout the county, in state and out of state
- Random drug tests after hire at County designated test location
- Maintenance of Required State Permits and State Licensing for Juvenile Detention Facility and Public Water System – SOPs, Training, Testing/Sampling and all associated reporting

## **APPLICATION PROCESS FOR SHELBY COUNTY MANAGER'S POSITION**

Employment applications and resumes are subject to public release pursuant to Alabama Law.

Application Period: April 4, 2019 10:00 AM CST until May 4, 2019 10:00 AM CST

Applications and resumes must be submitted online through [ShelbyAl.com](http://ShelbyAl.com), [GovernmentJobs.com](http://GovernmentJobs.com), Indeed or by direct submittal to:

**Jon Parker, Chairman of County Commission**

**Shelby County, Alabama**

**200 West College Street Room 123**

**Columbiana, AL 35051**

Please see attached [Employment Application](#), [Employee Benefits Summary Document](#), [Benefits Brochure](#) and [Organization Chart](#).