

# DAVIE COUNTY NORTH CAROLINA

## Davie County Government

**Davie County** is seeking a skilled professional with proven leadership ability to serve as the next **County Manager** as our current manager is retiring. Davie County prefers a County Manager who will successfully establish and foster internal and external relationships while having a strong presence in our community. In addition, the County Manager will lead departments and build teams to provide quality services to the County's citizens in a fiscally responsible manner.

### **The Community:**

Davie County is a quietly progressive community of 41000+ residents and growing. Davie County uniquely blends a sense of strong civic participation with a vision to maintain its healthy business environment and quality lifestyle for future generations. Davie County is rural in nature with two beautiful two rivers on its border, the Yadkin and South Yadkin Rivers. There is the bustling Interstate 40 running diagonally through our County. Our community boasts several beautiful world-class golf courses (such as Bermuda Run Country Club), a wonderful water adventure at the River Park at Cooleemee Falls (the Bull Hole) in Cooleemee and fabulous Historic landmarks in Mocksville (former residence of Daniel Boone and family which lived in the Forks of the Yadkin River). Davie County has wonderful vineyards of which to enjoy as portions of the County are located in the Yadkin Valley American Viticultural Area. In addition to the rich history in downtown Mocksville there are also great restaurants and unique shops to visit. Davie County is home to the Davie Campus of The Davidson and Davie County Community College, as well as the Davie Medical Center of Wake Forest Baptist Health.

### **Position Description/Responsibilities:**

Davie County employs 350 FTE employees across 20 departments and has a total budget of \$56.8M. The County Manager serves as chief administrator of county government and maintains responsibilities for administering all departments under the general control of the five-member Board of Commissioners. General duties include:

- Plans, directs and supervises the activities and daily operations of all County officials and departments including appointing, suspending, discharging, transferring or removing County employees as authorized by North Carolina General Statute (NCGS) 153A-82.
- Acts as Budget Officer in preparation of fiscal year budget.
- Transmits policies, orders, resolutions and regulations of the Board of Commissioners to those concerned thereby; to oversee the faithful execution thereof; and report to the Board of Commissioners as to the operation thereof.
- Makes arrangements and plans for all meetings of the Board of Commissioners, including the coordination and review of the agenda. Attends all regular and special meeting and participates in all discussion and presents views on all matters coming before the Board. Recommends to the Board of Commissioners such measures for adoption.
- Keeps the Board of Commissioners informed of the operations of all departments, commissions and agencies of County Government which the Board of Commissioners has the authority to control; makes reports to the Board from time to time upon the affairs of the County and to keep the Board fully advised as to the financial condition of the County and its future financial needs.



- Prepares and submits the annual budget and capital program to the Board of Commissioners. Consults with all departments, commissions and agencies of County Government in the evaluation of their operating and capital outlay needs.
- Prepares and recommends policies for adoption by the Board of Commissioners when the development of such policies would tend to promote efficiency and economy in County Government.
- Supervises Department Heads. Advises and assists other elected or appointed officials.

**Knowledge, Skills and Abilities:**

Comprehensive knowledge of the governing process at the federal, state and local levels exhibiting in depth knowledge of North Carolina and county government functions; knowledge of the principles and practices of public administration; knowledge of the principles and practices of public human resource management; knowledge of the organization, function and methods of operation of county departments; knowledge of general management and office organization principles and practices; knowledge of local government budgeting, financial management, and purchasing practices; knowledge of the basic laws, ordinances and regulations underlying the county governance; knowledge of county finance and administration; skill in management and supervision; skill in analyzing data and making decisions; skill in negotiating and problem solving; skill in public and interpersonal relations; and skill in oral and written communication.

**Qualifications:**

A bachelor's degree in Public or Business Administration, Economics, Finance or related field is required; a master's degree in Public or Business Administration and/or ICMA accreditation is desirable. Candidate must have five or more years of successful and progressive levels of supervisory and management experience, prefer experience in North Carolina local county government.

**Salary:**

Salary is negotiable based on experience and qualifications.

**Application Process:**

To apply, please submit a letter of interest, detailed resume with references, and a complete State Application for Employment (PD 107) to Ed Vogler, County Attorney, Davie County, 123 South Main Street, Mocksville, NC 27028. A State Application for Employment (PD 107) can be found online at [www.daviecountync.gov](http://www.daviecountync.gov). All inquiries should be emailed to [evogler@daviecountync.gov](mailto:evogler@daviecountync.gov). The application process will remain open until the position is filled; first review of applications will begin in September. Davie County is an Equal Opportunity Employer.