SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES

COUNTY MANAGER

Salary Range $87,867 - $114,092
Commensurate on Experience

RESIDENCY: The preferred applicant will be a New York State resident. Seneca County residency is required within 90 days of taking office and during the tenure in the position.

MINIMUM QUALIFICATIONS:

(A)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in public or business administration or closely related field and **four (4) years of full-time management experience in a governmental, business, or educational enterprise**; or

(B)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree outlined in (A) and **six (6) years of full-time management experience in a governmental, business, or educational enterprise**; or

(C)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree outlined in (A) and **ten (10) years of full-time management experience in a governmental, business, or educational enterprise;** or

(D)   An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

DISTINGUISHING FEATURES OF THE CLASS:

The chosen candidate will have a strong professional presence, a high level of integrity and intelligence, and outstanding leadership and management skills. He or she must be a consensus builder, a good listener, innovative and decisive, and willing to take reasonable risks. The County is looking for a manager who is results-oriented, fiscally-conservative, and able to keep all levels of the organization fully informed. Excellent oral, written, and interpersonal skills are important, including the ability to communicate effectively with the Board, department heads, employees, residents, and other constituencies.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes recommendations to the appropriate jurisdictional committees of the Board of Supervisors or the Chairman of the Board for appointments by the Board of Supervisors of all heads of units of County government not administered by an elected official;

Selects and appoints staff as necessary and authorized by the Board of Supervisors;

Maintains supervision, direction and control over governmental functions of all administrative units of the County;

Maintains and exercises all functions, powers and duties as the sole budget officer under article seven of the County Law of the State of New York;

Executes and approves contracts, in the name of the County, up to $20,000.00, subject to the rules and regulations of the Board of Supervisors;

Authorizes transfers of funds within the budget within all object codes, up to $20,000.00, subject to the transfer policy of the Board of Supervisors;

Prepares the annual budget and provide for the appropriate budgetary controls to promote effective and efficient management, including authorization to transfer personnel both full and part-time, such transfers to be reported to the Board of Supervisors at their next regular session;

Works in conjunction with and coordinates the activities of County department or unit heads and the administration of all units of County government to most efficiently implement the directives of the Board of Supervisors;

Transfers employees temporarily from one department, unit or office to another after consultation with the affected department heads and the County Personnel Officer;

Oversees all collective bargaining processes in County-based negotiations with organizations representing employees and be responsible for all personnel grievances;

Presents to the Board of Supervisors, from time to time, such information concerning the affairs of the county as he/she may deem necessary or as the Board of Supervisors by county act may request;

Aides the Board of Supervisors in evaluating proposals presented to it and makes recommendations concerning those proposals;

Serves as an advisor to the Board of Supervisors and to develop policy and procedural recommendations for consideration by the Board which will promote economy and efficiency in the operation of Seneca County government;

Undertakes studies and submits to the Board of Supervisors reports and recommendations regarding governmental operations as he/she deems appropriate or as the Board may request;

Provides for the enforcement of all local laws, legalizing acts, ordinances and resolutions of the Board of Supervisors and all other actions required by operation of law;

Reports to the Board of Supervisors the failure of any county officer or other official paid from county funds, or the head of any administrative unit, institution or other county agency to enforce any law or county act which such official has been charged to perform;

Promulgates such administrative regulations and procedures as needed to implement provisions
·   of local laws, legalizing acts and resolutions and all other actions required by operation of law;

Attends all meetings of the Board of Supervisors and other meetings as requested by the Board of Supervisors;

Provides and coordinates all staff services to the Board of Supervisors, the Chairman of the Board, and the committees of the Board;

Maintains liaison and represents the Board in contacts with political subdivisions and state and federal officials and agencies;

Serves as liaison between the Board of Supervisors and the boards, commissions and advisory committees established by the Board of Supervisors;

Performs such additional acts, duties and governmental functions as may be delegated to him/her by county act.

Resumes are due May 7, 2021 and should be sent to Christopher Wagner, Personnel Officer at 1 DiPronio Drive Waterloo, NY 13165 or by email to cwagner@co.seneca.ny.us

SENECA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Posted: April 12, 2021