

SENECA COUNTY, NY

Invites qualified candidates to apply for the position of:

COUNTY MANAGER

Salary Commensurate with Experience / DOQ
Current 2023 Salary: \$130,000



THE POSITION AND COUNTY GOVERNMENT STRUCTURE

Seneca County is seeking an experienced, innovative, visionary leader, who is eager to serve as the next County Manager. Adventure awaits as you can live, work and raise your family all within the heart of New York State's Finger Lakes Region. The present County Manager has served Seneca County for a cumulative total of ten years and will be retiring at year-end.



The ideal candidate will have a strong professional presence, a high level of integrity and intelligence, and outstanding leadership and management skills. They must be a consensus builder, a good listener, 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.

The County Manager is an at-will, term-of-office position appointed by and reporting directly to the Board of Supervisors with the Board retaining the final administrative authority. The County Manager serves as the administrative head of County government to direct and supervise the administration of all County departments and agencies under the general control and direction of the Board of Supervisors. The County Manager interacts actively with 22 departments, including Administration and Finance, Sheriff, Social Services, Public Health and Water/Sewer, in addition to community partners, municipal leaders and the Board of Supervisors.

Under the administrative direction of the Board of Supervisors, the County Manager:

- Serves as the County's Chief Administrative and Chief Budget Officer
- Oversees the County's day-to-day operations to ensure organizational effectiveness and the efficient delivery of essential public services

About Seneca County



Established in 1804, Seneca County boasts the largest concentration of wineries in the Finger Lakes Region. The county is the center of women's rights history and has gorgeous outdoor exploration opportunities. The county between the lakes is located between the northern ends of Seneca Lake and Cayuga Lake. Waterloo and Ovid, the county seats, are less than one hour drive from Rochester, Syracuse and Ithaca, NY. Joining tourism and manufacturing as major business drivers in the county, agriculture has been and continues to be a mainstay of the Seneca County economy. It is a dominant land use, covering nearly 119,000 acres, or about 57% of the County's total land area. The population is 33,688 with approximately 390 square miles of land.

Seneca County consists of 11 municipalities, surrounded by rolling hills and various waterways. In addition to pristine Seneca and Cayuga Lakes, there are many attractions which include the National Women's Hall of Fame, Waterloo Premium Outlets, del Lago Resort and Casino, Miranda Cheese, the annual It's A Wonderful Life Event and an amazing selection of breweries, cideries, distilleries and wineries. Major employers include: del Lago, Bonadent Dental Labs, and ITT Gould Pumps.

Seneca County Government - Quick Facts

22 Departments

\$92 million All-Funds Budget

\$3-5 million Capital Budget

500 Employees

Key Competencies and Skill Sets

The essential competencies for the County Manager position are:

01 Change Management

04 Intergovernmental Relations

02 Human Resource Management

05 Performance Measurement/
Management

03 Budget & Finance experience

In addition to the areas noted above, the Board of Supervisors have identified specific comprehensive areas and/or initiatives that candidates and prospective applicants should possess and/or be able to implement to succeed in this position. These challenges and opportunities are:

- Senior Management Succession planning
- Fiscal Oversight and Monitoring
- Completion of the County's Facilities Upgrades Program
- ARPA Funding Allocation Decisions / Program Purposes
- Ongoing Positive Relationships with Collective Bargaining Units
- Pursuing Grant Funding Opportunities
- Housing/Community and Economic Development
- Strong Relationships with the IDA and Chamber of Commerce
- Setting the Tone for a Business Friendly Organization
- Positive Relationships with Local, State, National & Tribal Entities
- Understanding Reporting Relationship Board of Supervisors/Manager Governance Structure

Formal Job Description Duties/Responsibilities

1. Be the administrative head of the county government.
2. Make 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.
3. Select and appoint staff as necessary and authorized by the Board of Supervisors.
4. Have supervision, direction and control over governmental functions of all administrative units of the county.
5. Have and exercise all functions, powers and duties as the sole budget officer under article seven of the County Law of the State of New York.
6. Audit all claims, accounts and demands which are made county charges by law and which otherwise would be audited by the Board of Supervisors, and to cause an audit and examination to be made of the books, records and papers of any administrative unit of the county and of any county officer or other official paid from county funds and report thereon to the Board of Supervisors with all convenient speed.
7. Execute and approve contracts, in the name of the County, up to \$10,000.00, subject to the rules and regulations of the Board of Supervisors.
8. Be authorized to transfer funds within the budget within all object codes, up to \$10,000.00, subject to the transfer policy of the Board of Supervisors.
9. Prepare 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.
10. Work in conjunction with and coordinate 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.
11. Transfer employees temporarily from one department, unit or office to another after consultation with the affected department heads and the County Personnel Officer.
12. Oversee all collective bargaining processes in County-based negotiations with organizations representing employees and be responsible for all personnel grievances.
13. Undertake studies and submit to the Board of Supervisors reports and recommendations regarding governmental operations as he/she deems appropriate or as the Board may request.
14. Provide for the enforcement of all local laws, legalizing acts, ordinances and resolutions.
15. Attend all meetings of the Board of Supervisors and other meetings as requested by the Board of Supervisors.
16. Provide and coordinate all staff services to the Board of Supervisors, the Chairman of the Board, and the committees of the Board.
17. In conjunction with the Board of Supervisors, maintain liaison and represent the Board in contacts with political subdivisions and state and federal officials and agencies.
18. Serve as liaison between the Board of Supervisors and the boards, commissions and advisory committees established by the Board of Supervisors.

Residency & Compensation/Benefits

Seneca County residency is required within 90 days of taking the position and residency shall be maintained during the term of office.

The current salary for the position is \$130,000. A full and comprehensive benefits package will also be provided, including participation in the NYS Retirement System.

- (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.



To Apply

- Candidates are strongly encouraged to apply by **March 17th, 2023**.
- Expressions of interest should be sent via email and should include a cover letter and resume.
- This position is considered open until a final selection is made.

Pracademic Partners, LLC is assisting Seneca County with this executive search.

All application materials should be sent, in confidence, to:

ian@pracademicpartners.com with the subject line: Seneca County Manager

Seneca County is an equal opportunity employer.

Contact Ian M. Coyle, ICMA-CM at 585-943-0589 for inquiries/nominations