

Position Title: County Manager

2. Ability to readily connect with people, quickly and genuinely establish rapport, build consensus, motivate the workforce, and demonstrate commitment to the values of public service and community engagement.
3. Ability to provide the leadership and training to ensure the value of high quality customer service becomes embedded in the provision, and continuous improvement, of services and processes by County employees.
4. Demonstrated ability to establish and maintain effective working relationships with County personnel, members of other legislative entities and the general public.
5. Initiative, judgment, discretion and the ability to make independent decisions within established policies and procedures set forth by the County Council and Federal, State and County laws, ordinances and regulations.
6. Demonstrated ability to analyze complex professional and administrative issues consistently, applying sound judgment in resolving problems, including the handling of complaints and concerns from the general public.
7. Substantial expertise in budget, financial management and strategic planning, human resources and labor negotiations, use of technology to increase efficiencies, and capital facilities management.

PRINCIPAL DUTIES (essential functions marked with asterisk):

1. *Works with and assists the County Council in developing and implementing their goals, vision and strategic public policy direction (such as budget and finance, communications, land use, natural resources, economic development, transportation, and social services.)
2. *Leads the tactical and strategic operational and capital planning activities of the County.
3. *Directs appointed departments and performs the full range of managerial oversight functions: reviews and recommends as to changes in organizational structure, budget, staffing levels, financial management, planning, policy development, program oversight, performance management and accountability, and the prioritization of fiscal, human and capital resources.
4. Recommends appointment and removal of appointed department heads, subject to Council approval.
5. *Coordinates with Elected Official departments, and assists the Council in various liaison functions, including intergovernmental relations with local, state, federal and Canadian legislative representatives and agencies.
6. *Provides selected centralized management functions in budget, technology, capital improvement, human resources, public contracting, purchasing, risk management and other support functions.
7. *Directs the County's human resources system, including personnel policies, employee relations and labor negotiations.
8. *Continuously monitors and evaluates the efficiency, service quality and cost effectiveness of the County's governance of and service delivery to the citizens of San Juan County. Recommends and implements action to maintain and improve services.
9. *Develops and manages the County's communications strategy. Oversees the process by which citizen communications and community relations are addressed by county departments. Serves as lead communicator to the public on county activities.

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10. *Ensures compliance with state and federal laws, ordinances, service contracts, and all orders, policies, rules and ordinances, procedures, and regulations adopted by the County Council.
11. *Budget preparation by County Charter is the lead responsibility of the County Auditor. The County Manager is the County Council's representative on the Budget Team. In addition to full responsibility for appointed department budgets, the County Manager is the advisor to the Council on overall county budget requirements and long-range finance. The Council has final budget authority.
12. *Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.
13. Other related duties and special projects as assigned by the County Council.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking and frequent hand and finger movement. Must be able to talk, to receive and understand written and oral communications and give written and oral instruction, and make oral presentations. Requires visual acuity at 20 inches or less and hearing acuity for speech discrimination. Must have the ability to view, interpret, and analyze statistical and financial data and information and calculate mathematical problems. Must have the ability to understand and interpret WACs, RCW's, and County codes. The employee is occasionally required to lift objects weighing up to 20 pounds and must infrequently lift more than 20 pounds. Frequently carries objects with both hands and arms. Sits in an office chair at a desk, in meetings, or at a computer terminal for long periods of time. Intermittently sits in a vehicle for extended time periods. May travel in a boat or small plane to non-ferry served islands.

EQUIPMENT REQUIREMENTS:

Equipment/Tool	No. of Hours	Frequency of use:		
		Daily	Weekly	Monthly
Telephone	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy machine	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automobile	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Presentation Equipment	1.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fax	.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calculator	0.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORKING CONDITIONS: Normal office environment with regular visits to field operations. Requires travel to meetings on other islands and outside the County, often outside of normal office hours. Encounters confrontational situations with frustrated and sometimes agitated people.