



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CUMBERLAND COUNTY, NC
INVITES YOUR INTEREST IN THE POSITION OF
ASSISTANT COUNTY MANAGER
GENERAL GOVERNMENT & STEWARDSHIP

THE COMMUNITY

Located in the beautiful Sandhills region of North Carolina, Cumberland County is only two hours from the Atlantic coastline and four hours from the Great Smoky Mountains and the Blue Ridge Parkway. A large and growing county, Cumberland has a diverse population of approximately 332,000 and is the fifth most populous county in the state. Cumberland County has nine municipalities, including the City of Fayetteville (pop. 210,000), which is the county seat.

Cumberland County is home to Fort Bragg, one of the largest military installations in the world and headquarters for U.S. Forces Command, XVIII Airborne Corps, 82nd Airborne, and U.S. Special Forces Command. The strong military presence offers significant economic development potential, along with other opportunities for economic diversification.

The City of Fayetteville, whose motto is "History, Heroes and a Hometown Feeling," is a two-time All-America City award winner that offers the amenities of a sizable city, a revitalized downtown area, and numerous shopping opportunities. The county's other municipalities provide the option of small-town living, and Cumberland County includes large rural agricultural regions as well.

One of Cumberland County's greatest assets is its thriving arts and cultural community. Theatre, symphony orchestras, and museums for adults and children are available, including the Airborne and Special Operations Museum. A variety of festivals and special events are held throughout the year, and the County is also home to the Fayetteville Woodpeckers, a Houston Astros Class A Minor League Baseball team, and the Fayetteville Marksmen of the Southern Professional Hockey League. Cumberland County is home to the historic Fayetteville State University, prestigious Methodist University, and award-winning Fayetteville Technical Community College.

Cumberland and the surrounding area include scenic rivers, lakes and other recreation areas, as well as world-renowned golf courses that host major tournaments. Residents enjoy a pleasant climate with a distinct change of seasons.

THE ORGANIZATION

The County's mission is to provide quality services to citizens while being fiscally responsible. The County provides services ranging from animal control to zoning, and provides strong support for quality public education,



working with an elected Board of Education and appointed school superintendent. Award-winning programs in the Health Department, Finance Department, Public Library, and Department of Social Services demonstrate the County's commitment to better serve residents, prepare for the future, and be a caring, inclusive, and transparent government.

Cumberland County has a Commissioner-Manager form of government. The County Board is composed of seven Commissioners elected to four-year terms. The Senior County Management Team includes the County Manager, Deputy County Manager, and three Assistant County Managers (the Deputy and Assistant Managers report directly to the County Manager). County operations are expansive and highly complex and include various boards, commissions, non-profit organizations, and more than 25 departments. The County has approximately 2,545 employees and an FY2021 total budget of more than \$475 million, including a \$328.2 million General Fund. The County is financially stable with excellent bond ratings.

The County Manager's Office oversees all County departments, programs, and operations pursuant to the policies, ordinances, and directives adopted by the Board of County Commissioners. The County Manager is the Chief Executive Officer and is appointed by and serves at the pleasure of the Board. The County Manager has the responsibility of implementing policies and procedures of the Board, delivering services, managing daily operations, and appointing subordinate department managers. The County Manager is a long-term county employee and was appointed County Manager in 2014.

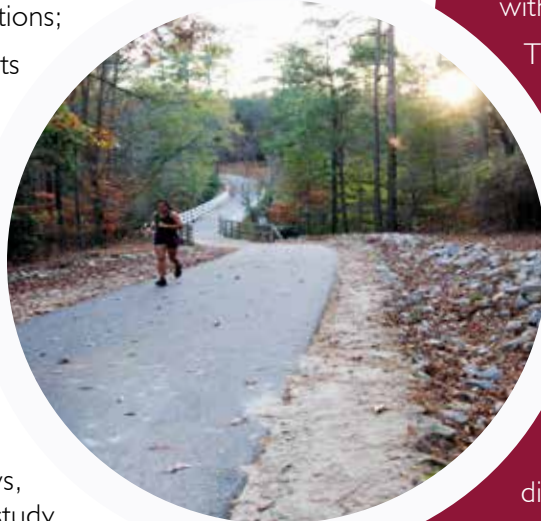
THE POSITION

The Assistant County Manager General Government & Stewardship, as a member of the Senior Leadership Team, assists the County Manager with the planning and administration of the County Government, as well as serves as the liaison between the County Manager and assigned department directors. The Assistant County Manager provides leadership, administrative direction, and planning to support the operations, programs, and services of assigned departments and ensures that the Mission, Vision, and Core Values as outlined in the County's Strategic Plan are implemented. A primary focus of this position is to effectively manage all internal infrastructure departments and support the County Manager in matters that affect not only internal services but regulatory mandates that affect county operations.

The Assistant County Manager General Government & Stewardship supervises approximately 219 staff and manages a budget of \$98.5 million (FY2021). This position is responsible for overseeing several departments, including the Crown Complex, Human Resources, Information Services, Internal Audit, Solid Waste, Tax Administration, Wellness/Pharmacy Services, and Financial Services.

Responsibilities of the Assistant County Manager General Government & Stewardship include, but are not limited to, the following:

- Facilitates the development and implementation of proposals approved by the Board of Commissioners and/or the County Manager;
- Develops policies and procedures as necessary in all assigned areas to ensure prompt and efficient service delivery to all County Departments;
- Meets with department heads to assess upcoming budget needs in the preparation of the department budgets and in controlling expenditures;
- Works with department heads in the identification of both administrative and programmatic problems and develops recommendations;
- Maintains current knowledge of changing federal and state laws; serves as the link to ensure that these changes are researched to determine the impact of implementation to county government operations;
- Maintains current knowledge of changes in operating philosophies and policies, and routinely reviews such policies to ensure any changes in philosophy or practice are appropriately incorporated into program functions;
- Coordinates and monitors comprehensive activities of assigned departments;
- Ensures essential service delivery contingency plans are developed to ensure the continued delivery of internal program services based on emergency situations;
- Resolves interdepartmental conflicts and problems;
- Meets with department heads to include assigning and reviewing work, establishing work performance standards and expectations, and evaluating performance;
- Responds to complaints; investigates situations; secures information and considers alternatives; and implements appropriate improvements and/or solutions;
- Coordinates the preparation of requests and reports by departments and agencies and answers requests for information;
- Ensures management of the Performance Management System in assigned departments;
- Undertakes special assignments from the County Manager involving sensitive and complex issues; prepares various reports and recommendations; and reviews, develops, and conducts studies and study reports including reviewing recommendations



prepared by others;

- Represents County Government and presents on behalf of the County Manager at various meetings including civic groups and/or conferences;
- Attends all Board meetings and provides assistance to Board members through the County Manager. Attends and participates in agenda session planning meetings and prepares/presents project updates; and,
- Other duties as assigned.

The Assistant County Manager General Government & Stewardship must have a thorough knowledge of methods, procedures, and policies of county operations as such pertains to the performance of the essential functions of this position. A thorough knowledge of principles and practices of public administration to include planning and managing multiple service departments, programs, and services; and preparing and the ability to implement proposals that affect the operations of county government is essential.

The County is seeking a talented, progressive leader with a collaborative, servant-leader management style. A results-oriented team player with a passion for public service and a commitment to excellence is sought. Must be credible, humble, and able to create a high level of trust and confidence with a variety of stakeholders.

This position requires a high-energy level and an ability to operate with significant independence. An innovative and creative individual who can overcome challenges in a climate of resource limitations is needed.

The successful candidate will be accessible, approachable, and embrace and model the County's core values of professionalism, respect, integrity, diversity, and excellent customer service.

The selected candidate will lead by

example, empower employees, and effectively cultivate an outstanding workforce through the development and management of staff talent.

The successful candidate will be a strategic thinker able to lead cross-functional teams using a collaborative, team-based style to resolve complex problems and capitalize on opportunities with creative solutions. A commitment to the highest level of customer service and community collaboration by routinely seeking stakeholder input to effectively achieve County goals is essential.

Candidates must be intuitive, politically astute, apolitical, and have excellent communication and interpersonal skills. The selected candidate will have an excellent track record in establishing and maintaining working relationships with diverse internal and external stakeholders such as County staff, County Commissioners and other public officials, business and community leaders, and the general public through demonstrated personal community engagement. Ideally, candidates should have experience in strategic planning, best practices, performance measurements, intergovernmental relations, and finance and budget development.

The position is vacant due to the recent retirement of the Assistant County Manager General Government & Stewardship.

Requirements include a Bachelor's degree in public administration, business administration or a related field supplemented by six (6) years of progressively responsible administrative work experience including managing multiple programs, staff, and budgets; or a Master's degree in public administration, business administration, or a related field with four (4) years of progressively responsible administrative work; or an equivalent combination of education, training, and experience. Prior local government experience is highly desirable, specifically in the areas of Human Resources, Information Technology, and Finance. Certification as an ICMA Credentialed Manager is preferred. Relocation to the County is required within 12 months of hire date.



COMPENSATION

Starting salary will be competitive and negotiable based on the qualifications and experience of the individual selected. The County offers an excellent benefits package.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. Position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with Cumberland County. Candidates will be advised of the status of the recruitment following the selection of the Assistant County Manager General Government & Stewardship.

Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

Cumberland County is an Equal Opportunity Employer.



S. RENÉE NARLOCH
& ASSOCIATES
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2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309
723 West University Ave 110-296, Georgetown, TX 78626
www.srnsearch.com