



Class Title: Teton County Manager

Pay Grade: 11

FLSA Designation: Exempt

This position coordinates the daily operations of Teton County's government and serves as the go-between for the Board of County Commissioners (BoCC) and the various county departments such as Planning, Building, Public Works, and the Sheriff's Office. The job requires an in-depth understanding of local government in Idaho and is broadly focused around improving communication, efficiency and effectiveness of local government functions.

Duties and responsibilities include addressing county issues collaboratively with elected officials, department heads, and the public; communicating to citizens about BoCC decisions, projects, and priorities; organizing and attending BoCC meetings and public outreach events; building partnerships and finding grants to enhance the county's budget and seeking innovative ways to improve our county and our community. Strong leadership skills are essential as well as the ability to handle many different tasks at once.

The position reports to the Board of County Commissioners (BoCC) and coordinates with the County Clerk. Work is performed independently based on goals and objectives established by the BoCC. Considerable latitude is granted for the exercise of independent judgment and initiative in carrying out the duties and responsibilities of the job.

Primary Duties

- Communicates and coordinates with elected officials, department heads and employees on behalf of the Board to ensure efficient and effective execution and delivery of County services and programs, many of which may be complex and/or controversial;
- Assists the County Clerk with Board agenda planning and management;
- Serves as the County Public Information Officer for all County needs from daily operations information to emergency response information dissemination;

- Serves as the Human Resources liaison between Teton County and the Human Resources Consultant; provides insight and recommendations for County organization structure and positions;
- Serves as the County Risk Manager working closely with ICRMP, civil counsel and human resources on matters of personnel, property liability and potential litigation;

Essential Responsibilities:

- Keeps the Commissioners regularly and fully informed of operational and administrative matters;
- Represents the Commissioners as requested to attend special meetings or briefings and provides a summary of results and actions required;
- Attends all Commissioner meetings, hearings and work sessions to provide historical perspective, to manage the flow of meetings, and to respond to BoCC requests during meetings;
- Serves as the contract administrator for professional services contracts as assigned by the Board;
- Participates in budget discussions and maintains a record of pertinent decisions, explanations and outcomes;
- Serves as custodian of public records related to the office of the County Commissioners and responds to public records requests;
- Assists the BoCC with establishing and maintaining personnel and administrative policies and ensuring the implementation and enforcement of policies and procedures.
- Assists in managing the Board of County Commissioners' staff by assisting with work plans, evaluation, and communication of Board directives.
- Conducts research and analysis on assigned topics and provides recommendations to the BoCC;
- Establishes and maintains continuous strong community relationships with city, state and federal officials;
- Recommends executive and administrative actions to the Board of County Commissioners;
- Oversees the application process, training, and membership tracking for BoCC appointments to advisory boards and committees;

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

Education and Work Experience:

- Bachelor's degree in public administration, business administration or other related field required;

- Experience in working effectively with minimal supervision, under pressure, within time constraints and using good public relations skills with elected officials, staff and the public is required;
- Master's degree in public administration, business administration or other related field preferred;
- Minimum of four (4) years' experience as a chief administrative officer or department head in county and/or city government is preferred;
- Prior experience with managing or assisting in the operations management of a large organization is preferred;
- Experience working with an Idaho county or city of comparable size and complexity is preferred;
- Experience in handling and professionally communicating confidential and sensitive information.

Language Skills:

Ability to communicate by understanding and speaking the English language; read, analyze and interpret legal statutes, periodicals, professional journals, technical procedures, and governmental regulations; clearly and effectively expresses ideas and thoughts (verbally and written); write reports, business correspondence, and other records completely and accurately; listens actively; articulate and capable of presenting to and facilitating public meetings; effectively present information and respond to questions from groups of elected officials, department heads, staff, property owners and the general public.

Reasoning Ability:

Ability to solve complex problems and deal with a variety of situational variables in scenarios where only limited standardization exists; interpret and direct a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills, and Abilities:

- Establishes and demonstrates a climate of high quality public services that is responsive, respectful, and innovative;
- Possess a strong business sense, financial acumen and ability to manage a large, complex organization using best practices culled from government and business environments.
- Ability to remain calm under pressure and demonstrate an appropriate sense of humor.
- Possess an awareness of and respect for cultural diversity.
- Effective and responsible in politically and ethnically diverse environments.

- Committed to building and maintaining respectful, positive working relationships with elected officials, department heads, staff, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Comfortable with conducting research and preparing reports and analysis.
- Familiar with standard office computer programs including Microsoft Word, Excel, PowerPoint and Outlook.
- Familiar with computers, printers, and scanners.
- Ability to deliver training and informational seminars to staff and public.
- Must be able to pass a criminal history background check.
- Must possess or be able to obtain a valid Idaho Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing

Commented [1]: I thought these were coming out or getting re-worked.