



catawba county
north carolina

ASSISTANT COUNTY MANAGER

CATAWBA COUNTY is recruiting a proactive self-directed **Assistant County Manager** to provide executive leadership in overseeing County programs and services aimed at maintaining high quality of life.

We invite you to join our team in Catawba County, a place with a long tradition of transforming possibility into prosperity. Our community's creative, industrious spirit has consistently driven us to innovate and collaborate toward Making. Living. Better. Today, this looks like revitalized Mill Districts through renovating abandoned mills into thriving corporate and retail spaces; major community development projects designed to enhance walkability, livability, connectivity and aesthetic appeal; computers in the hands of all of our students; and the expansion of access to our incredible natural recreation spaces through the addition of hundreds of acres to our local park systems.

And that's just the beginning of our story.



MAKING. LIVING. BETTER.



OUR COMMUNITY

Situated in the foothills of the Appalachian Mountains and bordered by the Catawba River, Catawba County offers the hospitality of a mid-sized community with reach that extends across a fast-growing region. With a population over 160,000, Catawba County is the largest jurisdiction in a four-county Metropolitan Statistical Area totaling almost 400,000 residents.

Located with Interstate 40, Hwy 16, and 321 bisecting the county, we are an easy drive to major cities, the mountains, and the coast. Thanks to this ideal location, we provide a unique opportunity to live and work in a connected, inclusive and knowable community with convenient access to urban amenities and North Carolina's beautiful outdoors.



Catawba County is an ideal home for those who have a sense of adventure and a heart for hard work: for people with a passion for making something of themselves, their community, and the future.

We are actively crafting a living and a life rich in both tradition and promise. Our work ethic is the essence of our community: if it can be made, we'll make it. If we can improve it, it'll get better. And if we can do it together, it'll be the best it can possibly be.

We appreciate where we've been and look forward to where we're headed, and we approach life with warm hospitality, humility, strong loyalty to family and community, and a fierce commitment to making a difference for the people who live and work here.

Catawba County builds futures. With three K-12 public school districts, numerous private and charter schools, an active homeschool community and significant pre-K programming, children get a great start here. That great start continues at top-ranked Catawba Valley Community College, renowned for its innovative workforce development programs. Catawba County is also home to Lenoir-Rhyne University, which offers undergraduate, graduate and doctoral programs, and a new Appalachian State University presence, opening in 2023.



With a low tax rate, increasing building permit activity, and business investment and expansion, our local economy is booming – particularly in the areas of advanced manufacturing, healthcare, and transportation and logistics. We are a comprehensive medical hub, with two medical centers and an extensive system of healthcare options, and we're also a regional shopping destination.

Catawba County truly offers something for everyone. With an exceptional amount of arts, culture, recreation and entertainment experiences for people of all ages, there's no shortage of things to do here.



OUR ORGANIZATION

Catawba County's form of governance combines the civic leadership of an elected Board of Commissioners with the managerial experience of an appointed Manager, Mary Furtado, who serves as the county's Chief Executive Officer, with over eleven years with Catawba County. The County's department directors and staff within the Manager's Office are dedicated and highly competent, with significant local government experience.

In North Carolina, counties are limited in their capacity to raise funds and provide services to those authorized by the state. Our annual budget is approximately \$315M and covers a wide range of services, from Elections to Public Health. Additionally, we are proactively working to fill jobs and strengthen our local economy through collaborative, Board-led strategic action in critical growth areas, including water & sewer infrastructure, economic development, education, health & safety, arts & culture, parks, and community marketing.

We are a forward looking, conservative and fiscally prudent community with a pro-business and smart growth philosophy underpinning our ordinances and policies. Our property tax rate of \$0.575 per \$100 in assessed value is second lowest in our region and is lower than the average of all North Carolina counties.

Our team is comprised of approximately 1,200 full-time employees. We are professionals dedicated to serving our community in ways that reflect the values we hold. We embody our roots as doers by continually striving to do the best job possible for our residents and our community every single day.

Our approach to this work is guided by our shared commitment to four core values:

DOING WHAT'S RIGHT.

integrity, respect, transparency, professionalism

DOING WHAT MATTERS MOST.

service to others, initiative, empowerment, prioritization, authenticity

DOING IT TOGETHER.

teamwork, inclusion, stewardship, empathy, patience

DOING IT WELL.

innovation, accountability, operational excellence, continuous improvement

Don't just take our word for it.

We're **#MakingLivingBetter** in Catawba County, and others are taking notice:

- "Top 30 Best Small Cities in the U.S."
- "9th Best Place to Raise a Family in North Carolina"
- "Third Biggest Economic Gainer of 2017"
- "Top Tinsel Town in America"
- "Lowest Business Costs in the Nation for 2017"
- "Top 10 Best Places to Retire"

Check out more here: <http://www.catawbaedc.org/rankings-and-accolades>.



catawba county
MAKING. LIVING. BETTER.

makinglivingbetter.com





ASSISTANT COUNTY MANAGER

DESCRIPTION: Catawba County seeks an innovative solutions-oriented professional to join its team as Assistant County Manager. This position works collaboratively with the County Manager, additional Assistant County Manager, and Department Directors to carry out the goals, objectives, and policies established by the Board of Commissioners (including administration of a \$315M budget and oversight of 1,168 employees) and holds executive-level responsibility for day-to-day management and long-range planning within the assigned departmental portfolio. The ideal candidate will have significant and successful local government experience and a demonstrated passion for public service that supports the mission and values of Catawba County.

RESPONSIBILITIES:

- Works to continually improve County services through visioning, strategic planning, policy development, execution, and program evaluation;
- Directs, coaches, and evaluates Department Directors and other staff, motivating staff to think creatively and ensuring programs align with overarching policy objectives and operate effectively and efficiently;
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, professional associates, supervisors, volunteers, governmental bodies, other community agencies, and the general public;
- Represents the County's interests in working with a broad range of stakeholders to resolve often complex and sensitive issues;
- Maintains community visibility through active participation on boards and committees impactful to Catawba County government and the local community;
- Reinforces value of progressive work environment that fosters excellence in public service by deliberately cultivating current knowledge of professional trends and best practices;
- Directs and coordinates interdepartmental projects and activities as needed

QUALIFICATIONS:

Masters of Public or Business Administration with 6 years' experience in governmental management as Manager, Assistant Manager, or Department Head in a County, City, or Town organization; or any combination of comparable education, training, and experience which demonstrates the required skills and knowledge to perform the duties of the position.

ADDITIONAL REQUIREMENTS:

- **Ability to think analytically to prioritize work**, make data driven decisions, meet established deadlines, delegate duties and attend to details as appropriate.
- **Demonstrated ability to lead and motivate** by example with excellent interpersonal and consensus-building skills, inspiring staff to high performance
- **Capacity to work collaboratively and maintain effective relationships** with County Management, Board of Commissioners, other county departments, advisory boards and committees, partner municipalities, state and federal regulatory agencies and institutions, vendors, and consultants;
- **Impeccable judgment** in analyzing situations and making decisions involving a variety of fiscal and business areas, and the ability to carry out that judgment with considerable professional and managerial discretion;
- **Independent and self-directed initiative and drive**, with the capacity to learn new things and the appetite to take on new challenges over time;
- **Exceptional organizational and time management skills**, accompanied by a strong capability to prioritize and manage multiple projects and assignments simultaneously;
- **Competence in organizing, directing, and evaluating** the work of diverse teams and individuals;
- **Ability to maintain confidential information** and exercise discretion with sensitive information and requests;
- **Familiarity with the organization and functions of County government**;
- **Exceptional customer service orientation**, including strong traits of diplomacy, tact, patience, and empathy;
- **Excellent communication**, both written and oral, including concise executive quality communication;
- **Adaptability in a dynamic and fast-paced environment** with changing job requirements and duties as they occur;
- **Strong creative, analytical, and critical thinking skills**; and
- **Valid driver's license with a safe driving record**;
- **Willingness to establish residency in Catawba County** within reasonable timeframe after appointment

SALARY RANGE: \$124,383 - \$205,794

APPLICATION PROCESS: Initial application review: May 26, 2022

Apply online at <https://www.catawbacountync.gov/county-services/human-resources/employment-opportunities/>