
EMPLOYMENT ANNOUNCEMENT

Wasatch County Government located in Heber City, Utah (population 36,139) is seeking full time Appointed County Manager to be the Chief Executive Officer responsible for Executive and Administrative duties of Government operations. Salary range \$105,000-\$150,000 DOE plus competitive benefit package.

Requires a minimum qualification of a Bachelor’s Degree in Public Administration, Business Management, Law, or a related field with a Master’s Degree preferred. Minimum of Five (5) years management level experience in Government or Business Operations. Candidate must establish residency within Wasatch County within first six (6) months of hire. Competitive benefit package includes: Health insurance, Utah Retirement Systems retirement plans, holiday, vacation, and sick leave time. Wasatch County Applications and a complete job description are available from the Wasatch County Personnel Office at 55 S 500 E Heber City, 84032 or online at www.wasatch.utah.gov.

Completed Wasatch County Employment Application, copy of resume including copy of college transcripts, and three (3) letters of professional recommendation must be submitted to the Personnel Office at the above address or by email to personnel@wasatch.utah.gov by 5:00 PM Friday, August 20, 2021. Wasatch County is an Equal Opportunity Employer.

WASATCH COUNTY JOB DESCRIPTION

TITLE: County Manager
GRADE NUMBER: Exempt, Appointed
EFFECTIVE DATE: December 27, 2002 Revised: 07/2021
DEPARTMENT: County Manager

JOB SUMMARY

Under general direction of the County Council of Wasatch County, the County Manager performs Administrative and Executive duties in managing and directing activities of the County consistent with County ordinances and County plan.

STEP AND GRADE CHARACTERISTICS

This is an at-will Chief Executive Officer Classification level responsible for Executive and Administrative duties of Wasatch County.

ESSENTIAL FUNCTIONS

Assists in the preparation of the annual budget as provided in Section 17-52-701(1) (C), and presents a recommended operating budget, capital improvements program and long-range strategic plan for all County operations for review, revision, and approval of the County Council.

Monitors the execution and management of the budget.

Proposes policies, programs, and strategic plans for efficient operation of County government, aimed to address current and future overall County needs and services for review, revision, and approval by the County Council.

Makes recommendations for policy changes, reassignments of resources and modification of priorities as necessary to enhance operational effectiveness and efficiency within County government.

Recommends and assists in compiling agenda items for the County Council meetings.

Attends and participates in council meetings and discussions.

At the Council’s request, acts as intergovernmental liaison, including all special service districts, on behalf of Wasatch County and the County Council, with attention to intergovernmental relationships, appearance before legislative groups, and at policy meetings.

Acts as the liaison to the news media for Wasatch County.

Assigns duties with respect to coordinating the direction and administration of County government through assignment of work, developing plans and objectives and program review.

Supervises and coordinates the work of departments, districts, and agencies under the direct jurisdiction or fiscal control of the County Council through program review, fiscal control, and administrative overview. These departments do not include elected official offices of: Attorney, Assessor, Clerk, Recorder, Sheriff, and Treasurer.

Enforces all policies, rules, and regulations adopted by the County Council.

Coordinates the administrative services of County departments and agencies. Provides technical assistance to such departments, offices, agencies, and boards as needed.

Monitors and provides regular reports on significant issues vital to the overall health, well-being, and interests of Wasatch County; including reports addressing the adherences by County departments to budget, accounting, purchasing, personnel, and other administrative policies of the County.

Negotiates and executes contracts for the purchase of goods and services. Signs all documents or instruments on behalf of Wasatch County, with the advice and consent of the County Council; including County contracts and bonding documents in compliance with all ordinances regarding the processing of County contracts and similar undertakings.

Reviews or causes to be reviewed the Comprehensive General Plan and Master Zoning Plan of Wasatch County.

Provides guidance to departmental staff including employment, compensation, training & development, performance evaluation, supervision, discipline and termination in accordance with Personnel Management Act, County ordinances and policies, procedures, and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted through the course of work activities. Knowledge of principles and practices of County or Public Administration as well as the function of County Government. Ability to establish and carry out long and short-term objectives. Ability to communicate effectively verbally and in writing. Skill for analytical problem solving, coalition, and consensus building. Ability to maintain files, records, and reports. Skill in document composition. Ability to coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Regularly drives a motor vehicle. Work for sustained periods of time maintaining attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. Work may expose incumbent to unknown, dangerous, and/or hostile conditions. Work requires incumbent to be available during non-business hours.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Business Management, Law, or a related field with a Master's Degree preferred. Minimum of five (5) years work experience at management level at government agency or business. Successful candidate must establish residency within Wasatch County within the first six (6) months of employment.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah Driver's License upon establishing residency.

**This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.