



1. Agenda Outline

Documents:

[2022 09 06 BOC SPECIAL MEETING AGENDA OUTLINE.PDF](#)

2. Agenda Full Version

Documents:

[2022 09 06 BOC SPECIAL MEETING AGENDA FULL VERSION.PDF](#)

In accordance with ADA regulations, persons in need of an accommodation to participate in the meeting should notify the County Manager's office at 828-764-9350 at least forty-eight (48) hours prior to the meeting.



**Burke County
Board of Commissioners
Special Meeting
Comm. Meeting Room
110 N. Green St., Morg.
YouTube: BurkeCountyNC
Tuesday, September 6, 2022
4:00 p.m.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ITEMS FOR DECISION**
 1. BOC - Approval of Job Advertisement - Presented by Scott Mulwee, Chairman and Neil Emory, NCACC Outreach Associate (via Zoom)
- 4. ADJOURN**

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Burke County, North Carolina
Agenda Abstract
Meeting Date: September 6, 2022



Items for Decision

Subject Title: BOC - Approval of Job Advertisement

Presented By: Scott Mulwee & Neil Emory (via Zoom)

Summary of Information: The NC Association of County Commissioners is assisting the Commission with its search for a new county manager. Approval of the job advertisement is requested by Neil Emory, NCACC Outreach Associate.

Budgetary Effect: Funding for the advertisement is available in the FY 22/23 budget.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve the job advertisement for the position of county manager as presented.

DRAFT

BURKE COUNTY MANAGER

Ad

Burke County is centrally located in the foothills of North Carolina and has an estimated population of 90,750. It is governed by a Board of Commissioners made up of five members. The County operates under a board-manager form of government.

The County seeks an innovative solutions-oriented professional to join its team as County Manager. This position is appointed by the Board of Commissioners and works collaboratively with the Board to facilitate its vision for the community. The County Manager leads a team consisting of two Deputy Managers to carry out goals, objectives, and policies established by the Board of Commissioners. The position recommends and administers an annual budget, oversees 844 employees, and holds executive-level responsibility for day-to-day management of the organization. The ideal candidate will have significant and successful local government experience and a demonstrated passion for public service that supports the vision and values of Burke County.

RESPONSIBILITIES:

- Works to continually improve County services through visioning, strategic planning, policy development, execution, and program evaluation.
- 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 public.
- Represents the County's interests in working with a broad range of collaborative partners to resolve often complex and sensitive issues.
- Maintains community visibility through active participation on boards and committees impactful to Burke County government and the local community.
- 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.
- Reinforces value of progressive work environment that fosters excellence in public service by deliberately cultivating current knowledge of professional trends and best practices.

QUALIFICATIONS:

A Master of Public or Business Administration degree with extensive experience in governmental management as Manager, Deputy Manager or Assistant Manager in a County or City organization is required; 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:

- Integrity, high moral standards, respect, professional demeanor, and transparency.
- Must be willing to work collaboratively and maintain effective relationships with the Board of Commissioners.
- Must be willing to advance the vision of the Board of Commissioners.

- Must be willing to work collaboratively and maintain effective relationships with County staff, advisory boards and committees, partner municipalities, state and federal regulatory agencies and institutions, vendors, and consultants.
- Independent and self-directed initiative and drive, along with the appetite to take on new challenges over time.
- Excellent communication skills are a must, including the ability to communicate with a community that encompasses urban and rural interests and represents forward-looking and creative ideas from a well-educated, diverse community.
- 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.
- Exceptional organizational and time management skills, accompanied by a strong capability to prioritize and manage multiple projects and assignments simultaneously.
- Strong creative, analytical, and critical thinking skills.
- Valid driver's license with a safe driving record.
- Willingness to establish residency in Burke County within reasonable timeframe after appointment.

SALARY: Commensurate with experience.

APPLICATION PROCESS: Direct cover letter and resume to:

Larenda Johnson
Human Resources Director
Burke County Human Resources Department
P.O. Box 219 (28680)
200 Avery Avenue
Morganton, NC 28655
828.764.9086 (Office)
828.764.9081 (Fax)
larenda.johnson@burkenc.org
www.burkenc.org

Burke County
County Manager Search
Timeline
2022

September 1	Job Profile Completion
September 6	Ad Approval*/Publication
September 30	Application Period Deadline
October 3-7	Letter of Response to Applicants
October 3-14	Individual Board Member Review of Applicants
October 18	Selecting those to interview*
October 24-28	Interviews*
November 1-4	Second Interviews*
November 7-11	Extend Offer/Negotiate Contract
November 15	Announce New County Manager*

*Board Meetings