



An Outstanding Career Opportunity with
UNION COUNTY



COUNTY MANAGER

THE OPPORTUNITY

This is an extraordinary career opportunity to join one of the fastest growing, charming, and beautiful counties in North Carolina and the United States. Union County is conducting a national search for an experienced, highly skilled servant leader with a “can-do” spirit, eager to contribute their creative and insightful experience to help shape the future of this very well-run, unique, and special county as the next County Manager. The ideal candidate will be a business-minded individual who is entrepreneurial and innovative, with strong people and communication skills, and a proven track record of process optimization and delivering quality results.

UNION COUNTY

Established in 1842, Union County is one of the fastest-growing counties in the Carolinas. Situated just southeast of the City of Charlotte, Union County has something for everyone and offers its own distinct pride and character. The County is an attractive destination, providing a unique blend of rural and metropolitan lifestyles. The primary factors contributing to Union County’s economic growth are agriculture, business, and commercial development. Situated in the Southern Piedmont area of North Carolina, the population is about 210,400 with approximately 643 square miles of land.

The area offers the beauty of four seasons, along with moderate weather that makes the County a very attractive area in which to live, work, and raise a family. Excellent schools and high-quality healthcare, along with the County’s convenient location between the Great Smoky Mountains and the pristine Carolina beaches, continue to attract individuals and businesses to this area.

Union County consists of 15 municipalities, each with its own distinctive character. Monroe is the charming southern county seat with an 1886 Victorian Italianate courthouse and quaint downtown surrounded by stately homes and tree-lined streets. Monroe’s downtown is home to city and county government, a thriving legal community, specialty shops, and restaurants. Union County is blessed with expansive available land, a CSX main rail line, the Charlotte-Monroe Executive Airport, and easy access to the interstate highway system and Charlotte-Douglas International Airport.

Recreational activities abound in Union County. Athletic organizations throughout the County offer activities for children and adults alike. With three public golf courses, five semi-private golf clubs, and three private country clubs, golfers have plenty of choices of courses to practice their skills. The County’s largest recreation facility is Cane Creek Park with 1,050 acres of land surrounding a 350-acre trophy bass lake. With its close proximity to Greater Charlotte, a host of additional recreational and cultural activities are available for Union County residents.

VISION STATEMENT

Through continuity of leadership and direction and built upon consensus of the community, we identify and implement strategies, programs, and services necessary to promote and sustain the quality of life and lifestyles unique to Union County.

GOVERNANCE

The Board of County Commissioners is the chief policy-making body of Union County. The five-member Board is elected at-large with four-year staggered terms. The County Manager is appointed by the Commissioners to manage the day-to-day operations and oversight of the 8 service areas, 1,296 employees, and a \$412 million budget for FY 2018. The senior executive team is committed to serving citizens and businesses in Union County in an outstanding manner.

Union County’s financial stability has remained strong, with the nation’s three bond rating agencies awarding some of their highest credit ratings to the County’s general obligation debt (Aaa/AA+/AAA). The Aaa/AAA bond rating assigned to the County by Moody’s Investors Service and Fitch Ratings is enjoyed by fewer than 4 percent of the more than 6,000 local governments in the country. The County has consistently received unqualified opinions on their audits for over a decade and with respect to internal controls over financial reporting, there have been no material weaknesses, no significant deficiencies, and no instances of material non-compliance.



THE POSITION OF COUNTY MANAGER

The County Manager is an at-will contractual position appointed by and reporting directly to the Board of County Commissioners and serves as the administrative head of the County Government to direct and supervise the administration of all County offices, service areas, and agencies under the general control and

direction of the Board of Commissioners. As the liaison between the County service areas, and the Board, the County Manager offers, insight, and expert analysis to assist the County Board in formulating and implementing short-and long-range goals for County growth and management. The County Manager interacts actively with communities, Board of Commissioners, Sheriff, Register of Deeds, Board of Elections, and other stakeholders in local government to ensure the ongoing business of planning for Union County's future remains a highly inclusive and collaborative process. With a broad scope of professional expertise, the County Manager provides visionary leadership to support the development and management of multiple projects and partnerships designed to enhance economic growth, protect the environment, and strengthen communities in general. The County Manager will work to improve County services and the quality of life for the people that live and work in Union County.

Primary responsibilities of the County Manager include:

- Keeps the Board of Commissioners informed of the operations of all the offices, service areas, and agencies of the County Government which the Board has the authority to control, and to make reports to the Board on the affairs of the County and to keep the Board fully advised as to the financial condition of the County and its future financial needs;
- Ensures the public is informed with an objective of improving the image of public service and operations under the Board;
- Prepares the Annual Budget for Board of Commissioners consideration and adoption, serving as the Budget Officer for the organization;
- Performs all the duties authorized by statute and adheres to the ICMA Code of Ethics;
- Provides detailed recommendations for each item on the agenda. This shall be clear and concise and is to outline alternative courses of action and to explain the advantages and disadvantages of each of them;
- Facilitates and provides a source of support for the Board of County Commissioners;
- Works with individual board members and still tries to advance the total interest of the County;
- Keeps abreast of public opinion as the Board may look to the Manager for advice on the strategy and timing for a bond election or for suggestions on when a project would be economically and politically feasible;
- Oversees that all complaints are handled promptly and that the policies adopted by the Board are explained to public groups as being both necessary and rational;
- Appoints, suspends, and removes all county officers, employees and agents in accordance with North Carolina General Statute 153A-82;
- Serves as Budget Officer and is expected to represent the Board of Commissioners in conferring with all offices, service areas,

and agencies of the County Government in the evaluation of their operating and capital outlay needs before appropriations and annual budget requests are submitted to the Board of Commissioners and shall make such recommendations concerning the appropriations of funds as may be deemed desirable and appropriate;

- Maintains a purchasing system commensurate with the Statutes of North Carolina and accepted business practices;
- Acts as the information center of County government; and
- Performs other related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will be a decisive, servant style leader with a strong grasp of local government finance, budgeting, public works (water, sewer, solid waste) and operations. With broad experience negotiating the politics of local governance, the successful candidate will be a champion of inclusive, transparent, and customer service-oriented government. Possessing a genuine sense of humor and a friendly, open-door management style, the ideal candidate will lead by example and rapidly establish credibility and respect within and outside the organization. Passionate about public service, the ideal candidate will continue to instill within the organization and build upon a spirit of continuous quality improvement, accountability, and uncompromising integrity. Quick to recognize and reward professional excellence, the successful candidate will engage and mentor staff, encourage calculated risk-taking and individual initiative, and provide opportunities for entrepreneurial thinking and collaborative problem-solving.

The ideal candidate will be able to connect and communicate with all levels of the organization and the community and will be a confident and accomplished negotiator able to quickly assess options and offer "win-win" solutions. The successful candidate will act as a consensus builder and creative problem solver and will maintain active involvement in a variety of community and professional groups where he/she will identify and share up-to-date best practices and lessons learned. The ideal candidate must have a proven track record and reputation for maintaining



a constructive relationship with the Board and communities that Union County supports and serves.

In summary, the successful County Manager candidate will be a highly skilled, results-driven, and approachable executive who understands the importance of building consensus, customer service, conflict resolution, and sustaining a 24/7 culture of respect/dignity.

QUALIFYING EXPERIENCE AND EDUCATION

Experience: The County Manager will have a minimum of ten years of experience in governmental management, policy, and procedure, including thorough knowledge of State law governing County administration.

Education: Requires a Master's degree from an accredited university in public administration, business administration, management, or a closely related field.

Any equivalent combination of education and experience will be considered.

Licenses and Certifications: Credentialed Manager through the International City/County Manager Association (ICMA) is preferred but not required.

Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements. Individuals operating as an assistant or deputy for a comparably sized organization or department are encouraged to consider this opportunity.

Residency Requirement: The County Manager will be required to live in Union County.

COMPENSATION AND BENEFITS

The annual salary range for the County Manager is up to \$271,364 dependent upon experience, qualifications, and professional achievement. The Board of Commissioners will negotiate a mutually agreeable employment contract with the selected candidate including relocation assistance. The County also offers an excellent benefits package including:

- **Health Insurance:** 99% paid premium for employee, and 50% paid premium for eligible dependents. Includes prescription and vision coverage. Dental insurance is 100% paid premium for employee.
- **Retirement:** Membership in the North Carolina Local Government Employees Retirement System (NCLGERS) is required. Employees contribute 6% of their annual compensation before tax. After 5 years of service, employees

are 100% vested in NCLGERS. Additionally, the NC401(k) supplemental retirement program is available to employees. The County makes a no-match required contribution equal to 5% of employee's paid compensation before tax, and employees may elect to make voluntary contributions.

- **Vacation:** Negotiable.
- **Sick leave:** Accrues at the rate of 8 hours per month.
- **Holidays:** 11 paid holidays per year.
- **Auto Allowance:** \$600 per month.

Additional benefits are also available, including life insurance, deferred compensation, flexible spending accounts, administrative leave, college savings program, employee assistance program, and discounted membership to the aquatic and fitness center.

SELECTION PROCESS

Candidates are encouraged to **apply immediately for optimal consideration**. Apply by submitting a comprehensive resume, compelling cover letter, current salary, and a minimum of six work-related references. This position is open until filled. Review of resumes will begin on **November 5, 2018**. Interested candidates can apply by sending their material via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview. The selection process may also involve a supplemental questionnaire. References will not be contacted until mutual interest has been established. It is anticipated that the newly selected County Manager will join Union County by January 2019 or at a mutually agreeable date. Confidential inquiries are welcomed to Mr. Robert Burg at (916) 630-4900.



Union County is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.