

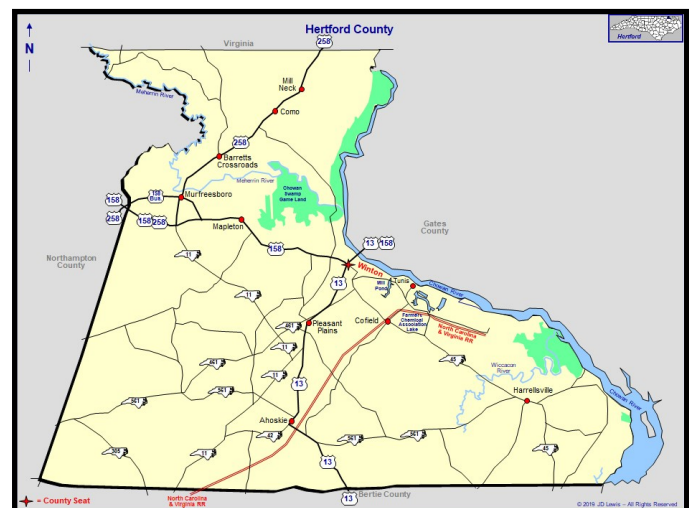
Hertford County, North Carolina



BUILD YOUR FUTURE ON OUR FOUNDATION



OUTSTANDING OPPORTUNITY TO SERVE THE RESIDENTS OF HERTFORD COUNTY AS THEIR NEXT **COUNTY MANAGER**



Visit Hertford County on the Web at www.hertfordcountync.gov

MISSION: TO DEMONSTRATE A GOOD RETURN FOR TAX DOLLARS BY DELIVERING SERVICES THAT EXCEED THE PERFORMANCE STANDARDS OF THE CITIZENS THAT RECEIVE THEM. TO THIS END, WE WILL STRIVE TO CREATE AND MAINTAIN A WORK ENVIRONMENT THAT, ON BALANCE, MOTIVATES HERTFORD COUNTY'S WORKFORCE TO CONSISTENTLY EXCEL IN THE PROVISION OF THOSE SERVICES.

Hertford County 2023 – 2024 Proposed Budget

ABOUT HERTFORD COUNTY

Hertford County covers 360.40 square miles and is located in Eastern North Carolina bordering Virginia. The County is home to roughly 21,000 residents who have long enjoyed quiet southern living. Winton is the County seat, and there are five additional incorporated jurisdictions in the County. Hertford is 120 miles from Raleigh, NC; 104 miles from Richmond, VA; and 100 miles from the Outer Banks, NC. It is also an hour from the largest natural deep-water harbor in the world. Hertford County is a thriving community where agriculture and manufacturing is the County's economic backbone. County leaders and developers have been strategically planning for business growth that has resulted in the development of the Hertford County Industrial Park along with other identified commercial sites. Chowan University, a four-year liberal arts institution founded in 1848, and Roanoke-Chowan Community College, a two-year institution of higher education founded in 1967, produce

highly skilled graduates who are prepared to fill positions resulting from business expansion and development opportunities. Hertford County has high quality technical infrastructure resources for residential and commercial expansion.

The County provides a host of events throughout the year for all age ranges.

ABOUT THE COUNTY GOVERNMENT

The Board of County Commissioners (Board) is the chief legislative and policy making body of the Hertford County government. The Board consists of five members who each represent districts. However, they are elected at large. The Commissioners serve four-year staggered terms. The Chair and Vice-Chair are appointed from among its members during its December annual organizational meeting.

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Commissioner's Chambers



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In addition to the County Manager, the Board appoints the Clerk to the Board, the County Attorney the Tax Assessor and the Tax Collector. Hertford County’s FY 23-24 Total Budget is \$34,400,189 of which \$29,428,456 comprises the General Fund. The County’s fiscal year is July 1 to June 30. The organizational chart displays the County provided services and reporting relationships.

Hertford County Board of Commissioners	
Andre’ M. Lassiter, Sr.	Chair
John D. Horton	Vice-Chair
Leroy Douglas, II	Commissioner
Ronald J. Gatling	Commissioner
William F. Mitchell, Jr.	Commissioner

OPPORTUNITIES

The Hertford County Manager position is an excellent professional opportunity. The County is politically and administratively stable. It is also financially strong and provides excellent services which are appreciated by supportive citizens.

Hertford County is geographically situated for immediate economic growth which is already happening. Economic development is an important goal for the County. Through pro-active planning and commitment to sustainable economic development, the County is well positioned to maintain its rural values and its diversity with balanced growth for decades to come.

The mission of Hertford County’s Economic Development Department is “to provide focused economic development services to retain, attract, and grow targeted businesses, while promoting entrepreneurship to achieve well thought out development, along with balancing respect for rural heritage, in order to diversify and strengthen Hertford County.”

The County is recognized as a rural and inclusive community offering opportunities to have an exceptional quality of life to its residents, businesses and visitors. Hertford County has a strong small business sector and promotes entrepreneurship within all of the towns. It is known as a diverse manufacturing county but it can do more to attract high value businesses that will increase employment, increase local wage levels, strengthen the County’s fiscal base and give opportunities to enhance its local economy.

Hertford County’s economic development success will extend to supporting the youth, families, and seniors with a

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greater diversity of housing, recreation, and entertainment options along with more goods and services. The proximity of Hertford County allows the County to utilize two states (NC and VA) for infrastructure, resources and workforce development. Hertford County’s active business corridors have maintained an array of services and tax revenues.

THE COUNTY MANAGER

The County Manager is appointed by the Board and serves as the County’s chief administrator. S/he is responsible for the daily operations of the County and supervises all departments under the Board’s control. In addition, the County Manager serves as the Budget Officer, who develops and presents the County’s operating budget, including revenues and expenditures, each fiscal year to the Board for consid-

eration and adoption. The County Manager is responsible for implementing the ordinances and policies adopted by the Board. In essence, the role is to ensure that County administration operates properly under the direction of the Board.

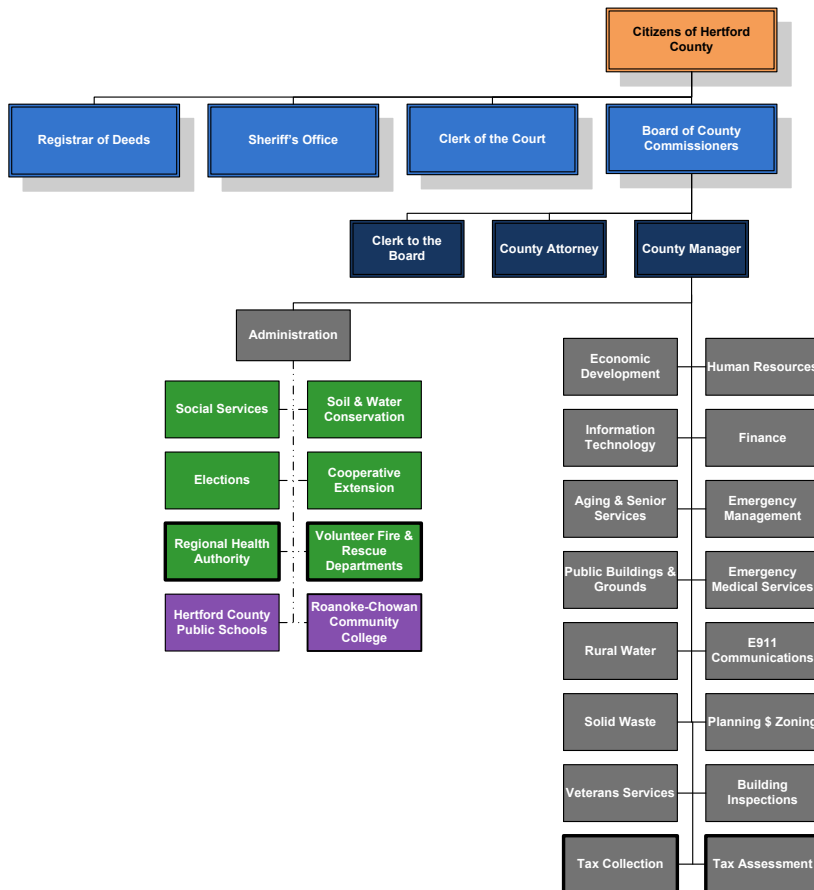
Key Skill Areas and Duties :

- People Management: Implement innovative approaches to improve employee performance; supervision; empower staff members to see their role supporting County business; optimize day-to-day operations; must have the ability to determine workforce needs.
- Budgetary management: Must have strong budgetary skills to ensure fiscal accountability to residents. The

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HERTFORD COUNTY, NORTH CAROLINA

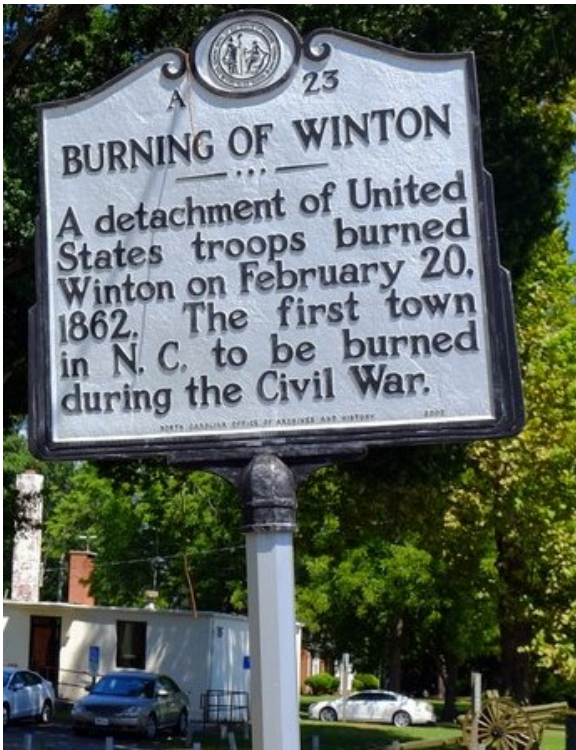
Organizational Chart



LEGEND:

- Constitutional Officer/Office
- Board Of Commissioner Appointees
- Appointed by the Board of Commissioners/Report to the County Manager
- Direct Reports to the County Manager
- Report to Independent Board/Authority
- Report to Independent Board / County has Legal Funding Obligations

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County Manager will be responsible for creating budgets that support County operations.

- **Communication:** Must communicate concisely and provide transparency, and practice diplomacy and impartiality when working with various stakeholders. Work will include communicating via media and making presentations. The Manager will be working and collaborating routinely with members of various government entities, capital investors, board and committee members, and residents.
- **Problem-solving:** The position requires the ability to make sound decisions in emergency situations. Must be able to use data analysis tools and apply critical thinking skills based on logic and reasoning to prevent, mitigate and/or resolve problems. Must use an effective collaborative problem solving approach when working with team members.
- **Operations Management:** Must oversee all public services and ensure the County is operating properly in the direction of the Board of Commissioners. The Manager must provide risk management oversight protecting county assets to prevent data vulnerability.
- **Policy Development:** Must review and update policies to reflect effective business practices that align with delivering quality services and supporting good governance. Must have strong comprehensive knowledge of local, state, and federal laws and guidelines.
- **Project and Acquisition Management:** Must be able to attract business opportunities using various marketing strategies and be familiar with effective project management tools.

Requirements include:

Education: Minimum of a Bachelor's degree in Public or Business Administration, Public Policy, Finance, Economics, Urban Planning, Economic and Community Development, or a related field.

Masters degree preferred.

Experience: Minimum of 7 years of progressively responsible and successful experience in county or municipal government at an executive level.

COUNTY RESIDENCY IS REQUIRED

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The Ideal Candidate:

The new County Manager will provide strategic direction to County operations and use innovative approaches to achieve County goals set forth by the Board. For this County Manager to be successful, s/he must have effective communication skills and have dynamic interpersonal skills and the ability to build and maintain internal and external relationships. We are seeking someone who is a proactive problem-solver and who supports efforts to maintain the County's good governance status. The County Manager must be able to use modern software tools for managing information and making informed decisions. S/he must have a record of accomplishment in building economic growth and community development i.e. securing business opportunities and managing highly complex projects. Hertford County is seeking someone who values and can provide accountability and shares and models its core values so as to support and ensure a high quality of life for County residents.

Compensation and Benefits

The compensation for the position is negotiable based on qualifications and experience.

Application and Selection Process

The recruitment will remain open until the position is filled. The first review of applications is scheduled for March 11, 2024. To apply, please send a letter of application, detailed resume, and current salary to:

Robert E. Slavin, President or Barbara Lipscomb , Managing Consultant

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, Suite A-1

Norcross, Georgia 30071

Phone: (770) 449-4656

Fax: (770) 416-0848

e-mail: slavin@bellsouth.net

www.slavinweb.com



Electronic submissions are required.



Historic Downtown



Building on Chowan University

The Hertford County is an Equal Opportunity Employer that Values Diversity and is committed to hiring a qualified, diverse workforce.