

POSITION: Council Manager
GRADE: Ungraded

FLSA: Exempt
DATE: 10/2012

POSITION SUMMARY: Responsible for the day-to-day operations of the Cecil County Council Office under the general direction of the County Council. Assignments are often complex in nature and carried out in accordance with broad policy guidelines, general goals and objectives, and applicable legal standards or regulations. This position serves at the pleasure of the County Council.

ESSENTIAL FUNCTIONS:

1. Supervises staff, and coordinates the County Council office.
 2. Prepares Council budget for Council approval and submission to County Executive.
 3. With concurrence of Council appoints staff and consultants.
 4. Custodian of public record and responsible for keeping minutes, legislative actions and voting record on all actions before the Council. Ensure compliance with County and State filing requirements for enacted legislation.
 5. Ensures Council is kept informed of any relevant issues regarding County or Legislative business.
 6. Maintains the Council Journal.
 7. Give notice and ensure proper publication as required by law of all Council meetings, hearings, sessions and matters before the Council. Provide information to the media and general public as to the Council agenda, purpose and matters pending before the Council.
 8. Ensure the Council's legislative calendar is managed accurately and that items are considered within the timeframes set out by Charter and other laws.
 9. Attend all Council meetings and ensure all tools and materials are provided to the Council in preparation for session.
 10. Communicate effectively; work cooperatively and diplomatically with the Executive branch of government on behalf of the Council.
 11. Diplomatically justifies, defends, negotiates or settles matters involving significant or controversial issues.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrate an understanding and working knowledge of governmental operations and the principals of effective leadership and office management;
 2. Experienced with budget management, and ability to act in a non-bias, non-partisan manner;
 3. Ability to communicate ideas effectively, both orally and in writing and to diverse groups;
 4. Ability to analyze and evaluate data and to develop clear and concise reports;
 5. Ability to establish and maintain effective working relationships with officials, staff from other agencies, the public, and others as required.
 6. Ability to operate personal computers including intermediate knowledge of applicable software packages.
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REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in Public Administration or related field; Master's degree preferred
 2. Minimum 5 years senior level management experience
 3. Possession of a valid Class "C" non-commercial driver's license
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PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require worker to walk, stand or sit for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing. Position requires no unusual demand for physical effort. Work environment involves everyday risks of discomforts which require normal safety precautions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.