



County Consulting Services Manager

Division/Program: Administration/Membership Services

FLSA Status: Exempt

General Definition of Work

Performs professional work visiting member jurisdictions and providing technical assistance on a broad range of topics. Enables officials to remain up-to-date on current issues and identifies and resolves issues of importance to counties as a whole. Works with state agencies and other entities when missions intersect with or affect county governments. Serves as a member of the ACCG management team, works under the direction of, and has frequent interaction with the Executive Director.

Qualification Requirements

To carry out this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Position Responsibilities

Organization Culture Alignment

- Supports the Association's Four Pillars of civic engagement, leadership development, legislative advocacy, and membership services through promotion of technical assistance and innovative solutions to complex problems for member counties and interaction with local governments and authorities.
- Exercises knowledge and general understanding of the programs and services offered by the Association and provides outstanding customer support that reflects well on the entire Association.
- Provides and exhibits outstanding customer service, teamwork, and organizational commitment.
- Combines meetings, visitation and travel when possible to reduce expenses for the Association.
- Supports the overall organization by executing the directives as set forth by the Association.
- Performs related tasks as required.

Member Service

- Performs analysis of and provides assistance to county governments on public safety issues, including but not limited to Emergency Medical Services and Emergency 9-1-1 communications and finance matters. Works closely with the Georgia Emergency Management Agency & Homeland Security Agency.
- Works with county officials on the development and review of personnel policies, budgeting, level of budgetary control issues, and interpersonal relations.
- Performs and provides assistance to county governments concerning governmental service consolidation; assesses formal versus functional consolidation issues.
- Assists counties without full-time management staff; provides information and rationale regarding modification to the form of county government; works with counties during transitions in form of government; assists in and provides information during manager/administrator recruitment efforts.
- Regular overnight travel.

Technical Analysis & Reporting

- Receives and responds to inquiries from member jurisdictions on a variety of technical issues; prepares reports on operations and incorporates recommendations for improvements.
- Performs general reviews to assess county budgets and associated county financial performance.
- Researches and drafts articles for the Georgia County Government Magazine and other publications.
- Operates a variety of standard office equipment.

Advocacy

- Serves as an advocate for using geographic information systems for making decisions in government; promotes the Georgia Geographic Information System Coordinating Committee and the efforts and implementation of the recommendations of the Georgia Geospatial Advisory Council.

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Government Relations Manager

- Assists in negotiations between governments in the areas of service delivery strategy, local option sales tax and special purpose local option sales tax negotiations.
- Communicates with the state's regional commissions and participates in their various meetings and conferences.
- Advocates for and assists in various regional projects requiring multi-jurisdictional resolutions including obtaining assistance from associated state agencies.

Training and Engagement

- Coordinates and works with state agencies and public institutions to consult with and facilitate training and development of, for, and to county professionals, groups, and officials. Partnering agencies and institutions include the Department of Community Affairs, Department of Transportation, Georgia Emergency Management Agency, all Hazards Councils, Georgia Public Library Service, Carl Vinson Institute of Government at the University of Georgia, the State Office of Emergency Medical Services within the Department of Public Health, State Office of Rural Health, etc.
- Leads the ACCG Government Relations Department and performs the duties of a lead liaison of Association districts; serves as frontline contact for county officials within an assigned Association district; facilitates district meetings; keeps apprised of activities and county issues within the district; conducts periodic district visits.

Education and Experience

- Bachelor's degree required;
- Extensive experience of an increasingly responsible nature in Georgia state and/or local government preferred; preferably inclusive of experience as a full-time commissioner, county manager/administrator, or other relevant position;
- Or equivalent combination of education and experience.

Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of public administration;
 - technically knowledgeable and capable of handling diverse inquiries regarding county operations and management;
 - strong understanding of local government operations, finance, law, and legislative issues;
 - comprehensive knowledge of the laws, ordinances, and regulations underlying a local government.
- General knowledge of the Official Code of Georgia, state and federal rules and regulations;
- Thorough knowledge of the Handbook for Georgia County Commissioners and the relevant fundamentals of county government in Georgia.
- Strong oral and written communication skills;
 - articulate and able to represent ACCG well in large public settings or small groups;
 - ability to write clear and accurate articles, reports, memoranda, directives, and letters;
 - can craft accurate, tactful responses, inclusive of proper citations of authority;
 - skill in the use of standard office software applications, specifically Microsoft Office products, including Outlook, Word, and Excel.
- Demonstrated ability to facilitate, consult, lead instruction (e.g. teach Lifelong Learning Academy classes), and facilitate/moderate retreats and meeting of and for county officials.
- Willing to work extended hours and travel several days most weeks; likely inclusive of approximately 100 nights per year away from home;
 - Proven success working independently, without direct or frequent supervision.
- Able to build productive relationships with/relate to county staff and elected and appointed officials, member jurisdiction staff, state elected and appointed officials and employees, and the general public;
 - Proven ability to address groups, lead meetings, engage in dialogue, and build relationships with colleagues of all responsibility levels.
- Committed to responsiveness and persistent in getting information returned to the requestor;
 - Commitment to closing the loop; fulfilling the request.

Government Relations Manager

- Consistently exercises good judgement and can navigate sensitive political situations;
 - ability to analyze complex problems and develop comprehensive plans from general instructions;
 - ability to meet with the public and to discuss problems and incorporate reasonable responses and a course of action necessary to address issues at the local government level.

Physical Requirements

This work requires:

- The occasional exertion of up to 10 pounds of force;
- Regular sitting, speaking, and hearing;
- Frequent use of hands to manipulate, handle, or feel; reaching with hands and arms and repetitive motions; and standing and walking;
- Standard vision for task completion; vocal communication for expressing or exchanging ideas by means of the spoken word; hearing to perceive information at normal spoken word levels;
- Preparation and analysis of verbally communicated, hand written, and computer-generated data, operation of motor vehicles and equipment, and observation of general surroundings and activities;
- No exposure to environmental conditions;
- General interaction in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Georgia.

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