



Jefferson County Commission in Alabama is currently seeking an experienced professional to serve as the

DEPUTY COUNTY MANAGER



www.jccal.org



ABOUT JEFFERSON COUNTY & GREATER BIRMINGHAM

A Vibrant Place to Celebrate & Call Home

Jefferson County, located in Central Alabama, is a beautiful region nestled in the rolling foothills of the Appalachian Mountains. With a population of 658,466, it is the most populous county in the state. Its county seat, Birmingham, is a wonderfully diverse city with a metropolitan area that features something for everyone. It is young, traditional, vibrant, friendly, cultured, and complex!

Sweet Home Alabama - Exceptional Opportunities for Everyone

Jefferson County is home to nationally recognized dining, world-class attractions, parks, events, and other activities to see and do. This year, The Washington Post named Birmingham as one of the best vacation destinations to visit. Additionally, Zagat recently ranked Birmingham number one on the list of America's Next Hot Food Cities. You can enjoy asparagus salad with roasted pecan dressing at an elegant restaurant for lunch, and look forward to dinner at a "meat-and-three" serving country-fried steak, collard greens, butter beans and cornbread.



Jefferson County's residents can walk the trails of Ruffner Mountain, the second largest urban nature preserve in the country, frequent the new Uptown entertainment district, sample wine made from local fruit along the local Wine Trail, visit the Civil Rights District, tour the Barber Vintage Motorsports Museum, and enjoy Avondale and Lakeview, two of the newest revitalized, up and coming places to experience.



The Jefferson County and Birmingham region continues to grow more sophisticated and exude contemporary amenities, and hospitality. It is one of the 60 largest metropolitan areas in the country and is a wonderful place to live, work, do business, and play! In fact, Birmingham landed the number one spot on Forbes 2015 list of America's Most Affordable Cities.

The Heart of Diversity in the Nation

It is diversity that many believe to be Jefferson County's greatest strength and strongest appeal. With Birmingham's role in the Civil Rights movement in the 1960's, this region has blossomed into an area that embraces, values, and celebrates diversity. Residents have an appreciation for progress and cultures, all being a unique part of the charm and character that makes this such a lively and special community. The region's low cost of living, coupled with a high quality of life have created a great place to work, play, and raise a family!

OUR FORM OF GOVERNMENT



A Partnership of Elected Commissioners and the County Manager

The County Commission is the governing body of Jefferson County with five Commissioners elected from districts, for concurrent four-year terms. Jefferson County's daily administration of county government is managed by a County Manager.

Economic Prosperity, World Class Universities, Research and Healthcare Options

There's an excitement about Jefferson County. This thriving metropolitan region encourages the innovative spirit of progress and expansion, driving the region's economic growth. Home to an economic development program, Innovation Depot supports and cultivates 92 early-stage technology companies, strengthening the local economy. Community partnerships align efforts to foster job creation and bolster the region's competitiveness as a desirable location with a high quality of life. Vibrant banking and education institutions are driving forces in the metro economy. Jefferson County is home to one of the largest banking centers in the southeast, and the University of Alabama at Birmingham ranks in the top 15% of all universities worldwide.

County Services

Jefferson County provides vital services to the residents of the county through over 2,000 employees in 26 departments including Finance, Roads and Transportation, Information Technology, Human Resources, Development Services, Environmental Services, Tax Assessor, Tax Collector, Board of Equalization, Cooper Green Mercy Health Services, plus more. Our diverse group of employees utilizes their knowledge, skills and abilities by working together to provide quality and effective public services to our residents to ensure needs are met. Jefferson County contributes to and strengthens the quality of life of its residents for more economic prosperity!

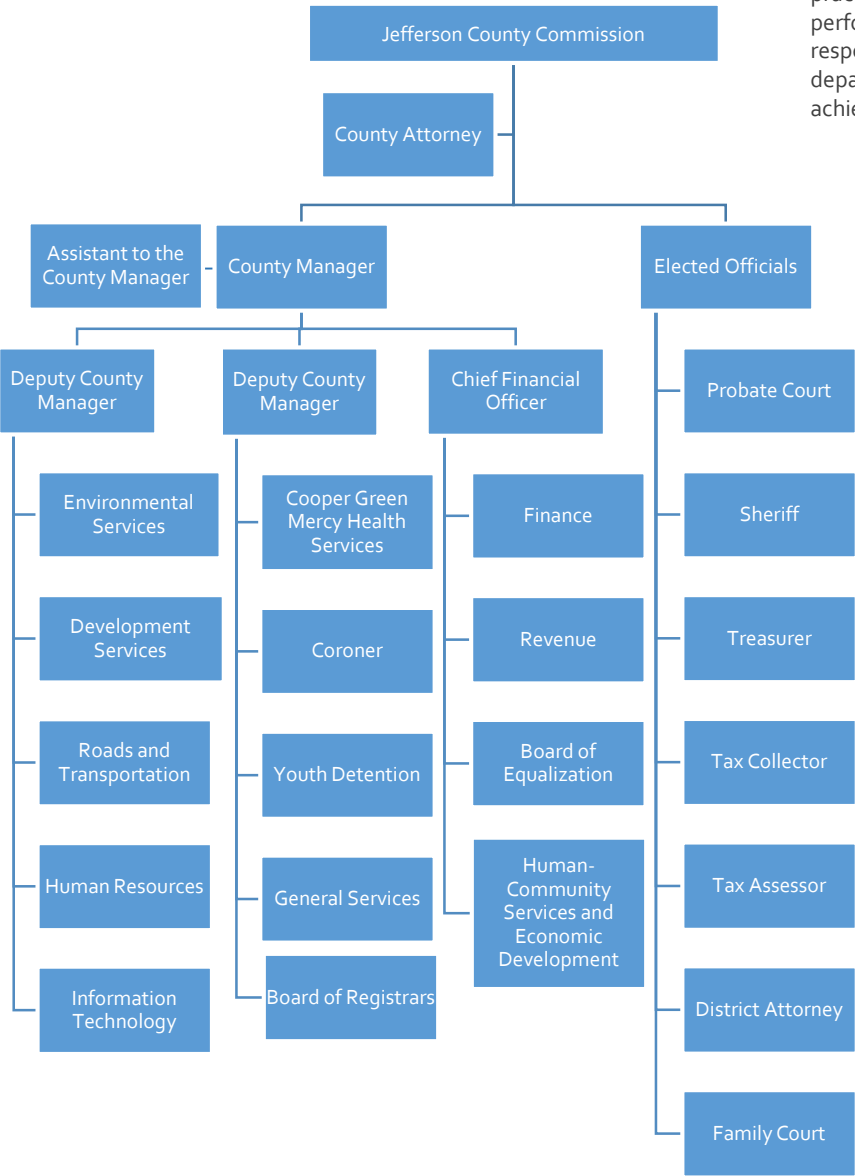
County Manager’s Office

Jefferson County transitioned to a County Manager form of government in October of 2011. Under this form of government, the County Manager is the Chief Executive and Administrative Officer of Jefferson County, while the five member Jefferson County Commission serves as the elected, legislative body. The County Manager, with the assistance of two Deputy County Managers and the CFO, exercises direct supervision over the day-to-day operations.

Candidate Profile

The Deputy County Manager position oversees the planning, directing, and coordinating of functions and operations across various departments in Jefferson County. The Deputy County Manager position assists the County Manager, along with the heads of departments, in establishing and implementing strategic initiatives for the County. The Deputy County Manager position is responsible for establishing policies and procedures, overseeing budget proposals and execution, overseeing large scale projects, coordinating activities across multiple department functions, representing the County during interactions with other agencies or individuals, and addressing the needs and concerns of citizens. Through working collaboratively with parties internally and externally, resolving complex business issues, and establishing management practices and processes that ensure the accomplishment of performance standards, the Deputy County Manager position is responsible for ensuring that the strategic direction for departments within Jefferson County are established and achieved.

Jefferson County Commission Organizational Structure



Excellent & Highly Competitive Benefits

- General Retirement System (Pension) enrollment
- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment
- NEW! Single+1 health care option
- Dental and Vision insurance plans after 30 days of employment
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and dependents
- Paid vacation, paid sick leave, and paid holidays
- Deferred Compensation

Compensation

The anticipated hiring range upon starting this position will be \$163,951.00 - \$229,237.00 dependent upon qualifications and experience.

Deputy County Manager

JEFFERSON COUNTY COMMISSION

THE IDEAL CANDIDATE MUST MEET THE FOLLOWING EXPERIENCE AND MINIMUM QUALIFICATIONS:

Degree Requirements

Possesses a bachelor's degree in public administration, business administration, political science, law, engineering, social sciences, finance, or related field

Specific Experience:

- Held role with progressive experience in public administration or business operations

Experience managing a work unit

- Managed a division (15 or more people)
- Experience as a 3rd level manager (i.e., managed a supervisor of another supervisor)
- Responsible for setting goals and making key decisions at a division level
- Managed a budget for a division
- Responsible for evaluating the performance of those within a division

Experience implementing and monitoring work unit strategy

- Responsible for a concrete substantial change effort
- Developed and implemented a strategic initiative
- Responsible for managing and delivering results on several high-level projects at the division level (i.e., more than unit level objectives)
- Experience developing and/or recommending policies and procedures for a division

Experience interacting with key internal and external stakeholders

- Experience working in a high stress environment involving multiple constituents
- Responsible for a function that delivers services to internal and external customers
- Held roles involving forging positive interpersonal working relationships
- Responsible for the development and growth of multiple others (e.g., coaching activities, formal mentoring)
- Responsible for delivering complex communications to multiple parties (verbal and/or written)

Experience working in environments that require adherence to high professional and ethical standards

- Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector

PREFERRED EXPERIENCE AND BACKGROUND

Specific Degree and Certification Preference and Experience

- Possesses an advanced degree (e.g., master's) in public administration, business administration, political science, law, engineering, social sciences, finance, or related field
- Experience engaging with citizens or the community on civic projects or matters
- Experience with, and/or knowledge of, government administration and legislation
- Experience with, and/or knowledge of, accounting or financial functions within the public sector
- Held role with progressive exposure to city or county government
- Experience with, or exposure to, pending legislation or recent changes to current law
- Experience with, or exposure to, working with or at an agency that is leading a culture change

Experience managing a work unit

- Engaged in concrete personal development activities (e.g., formal programs, taking on stretch assignments, integrating a development plan in to daily activities)
- Held roles in which they have delegated important responsibilities to others

Experience implementing and monitoring work unit strategy

- Responsible for guiding the implementation of an innovative solution (e.g., organizational process, product)

Experience interacting with key internal and external stakeholders

- Held roles in which they were responsible for resolving conflicts and driving consensus
- Responsible for completing a negotiation at work

Experience working in environments that require adherence to high professional and ethical standards

- Demonstrates a track record of ethical professional behavior and demonstrates a track record of understanding and respecting the practices, customs, and values of people from different backgrounds, perspectives, and cultures

APPLICATION & SELECTION PROCESS

Qualified applicants should submit applications and resumes online by visiting www.jobsquest.org or <https://www.pbjcaljobs.org/postings/67938>. It is requested that applicants submit applications by August 18, 2017. Applications will be screened against criteria provided above. The Jefferson County Human Resources Department has tentatively scheduled a full-day Assessment Center in September 2017 for those named as finalists. For more information, please contact Candace Harris, Talent Sourcing Specialist, at harrisca@jccal.org or at 205-582-6847, and/or Adrienne Wormley-Davis, Talent Sourcing Specialist, at wormleydavis@jccal.org or at 205-716-2693. Jefferson County is an Equal Opportunity Employer.