

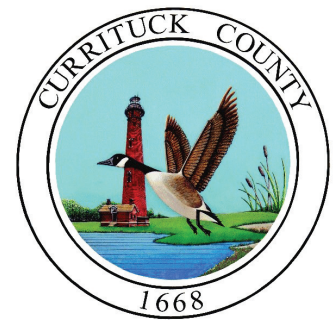
Currituck County

North Carolina



We invite you to apply for the position of

COUNTY MANAGER



Formed in 1668, Currituck is one of the original counties in North Carolina.

The County

Currituck County, located in the northeasternmost corner of North Carolina, is unique in many ways with a rich history dating back to its formation in 1668. Geographically unique, the land spans over 260 miles and is divided into three areas: Mainland Currituck, Knotts Island, and the Outer Banks areas of Corolla and Carova. Knotts Island is accessible by ferry or by driving through Virginia. Carova has no paved roads and is home to a herd of Wild Colonial Spanish Mustangs, the Official Horse of the State of North Carolina. The Outer Banks area features remote beaches that offer excellent family vacations.

While the Outer Banks portion of the county draws many tourists, the mainland abounds with agriculture and outdoor activities; Currituck is known as a Sportsman's Paradise for its excellent hunting and fishing. Currituck County is bordered by Virginia to the north and Dare County to the south. Residents have an easy commute to Hampton Roads, VA, with a close international airport in Norfolk, VA.

The population, as of the 2020 census, was 28,100. Currituck County has been identified as one of the fastest growing counties in the state and the population is projected to increase to 32,178 in 2024.



The Governing Body

Currituck County Government has a long tradition of responsible financial management and providing quality services to its citizens. With no incorporated towns or cities within the county, it is the County government that supplies water to our faucets, responds to life's emergencies, offers recreation opportunities, and guides us through our home-building process. These and the many other services that County government provides lead to an improved quality of life for current and future generations.

Currituck County operates under a Commission-Manager form of local government. Elected officials form the seven-member Board of Commissioners and serve as the county's policy makers who establish a vision for the future. The Board of Commissioners appoints a County Manager to carry out policy and ensure that all residents are being equitably served.

The Position

The County Manager serves as the chief executive officer and is responsible for the supervision, planning, organizing, and direction of all County operations. The County Manager reports to the Board of Commissioners. Foremost among the manager's duties is leading the annual budget preparation and presentation to the Board and public. Currituck County's operating budget is approximately \$80 million.

The County Manager assists with policy interpretation and responds to or directs staff to respond to citizen inquiries, complaints, praise, and recommendations. The County Manager provides effective and ethical leadership while working collaboratively with the community, the Board, and County staff. They will maintain the positive progress established in the County while concentrating on strategic goals in a results-oriented manner with the ability to create a vision that unifies staff efforts.

The County Manager will facilitate the inclusion of department heads in the budget process, ensuring a collaborative approach that incorporates their expertise and perspectives. Moreover, they will actively seek citizen input, fostering community engagement and transparency. By helping citizens understand how county funds are allocated and spent, the County Manager will clarify the distinction between essential needs and discretionary wants. They will guide discussions on prioritizing essential services and navigating difficult decisions, providing insight on the rationale behind budgetary choices to promote informed understanding among residents.

The County Manager will effectively manage the staff while cultivating a strong team dynamic, driven for success. Through skilled leadership, they will instill trust and respect among department heads and the community at large. With a focus on team building, the County Manager will unite the Board, staff, department heads, and citizens into a cohesive unit, ensuring continuous collaboration. They will empower the team as a whole and avoid micromanagement, seeking to foster a collaborative environment conducive to innovation and growth.

The County Manager will set a positive example for others to follow. The ideal candidate will possess a servant's mindset, placing the needs of the community above personal ambition, refraining from entanglement in political matters.



Desired Capabilities

The ideal candidate possesses a strong background in public administration, demonstrating expertise in conservative budget development and projects demonstrated success in the development of a “customer-service” oriented staff. The successful candidate is characterized by honesty and empathy in clear verbal and written communication, skillfully engaging with elected officials, County staff, and citizens with diverse needs and expectations. Developing relationships is key to success in this position. Additionally, the County Manager will be committed to community involvement, ensuring accessibility, respect, and responsiveness to citizens and elected officials while maintaining a healthy work-life balance.

As a contemporary leader, they adopt a “leader-as-a-coach” approach, celebrating staff achievements and cultivating a professional, positive work environment to bolster employee morale. Possessing a forward-thinking mindset, they demonstrate innovation and critical thinking, promote data-based decision-making, adapting to growth and evolving environments with creativity. They prioritize open-mindedness, listening, and empowering department heads, while also showing understanding and sensitivity to governmental and community issues.

The ideal candidate will demonstrate the ability to formulate plans and work with the Board to accomplish the goals and priorities, in addition to having a proven track record of positive relations with a governing board. Proficiency in securing grant funding or identifying alternative funding sources to address challenges is highly valued. They will be enthusiastic about joining the County of Currituck. The next County Manager will be approachable and serve as a role model to County staff, taking an active interest in developing staff, growing the County, and engaging in local activities.



Education and Experience

The ideal candidate will have a blend of education and experience comparable to completing a degree from an accredited college or university. A master's degree in public administration, business, or a related field is preferred. Candidates should be ambitious with steadily increasing responsibility in managing governmental or private sector enterprises and leading people. Additionally, they should demonstrate familiarity with the principles and practices of local government management, encompassing areas such as budgeting, financial management, economic development, rural planning, human resources, grant oversight, and emergency services coordination.

Compensation and Benefits

The County Manager's salary is negotiable and will be based upon qualifications and experience.

Benefits include, but are not limited to, participation in the North Carolina Local Government Employees' Retirement Plan, deferred compensation plan, vacation and sick leave, holidays, medical, dental and vision insurance, short and long-term disability, flexible spending account, and professional dues and conference expenses.

Pre-employment screenings include a drug test, criminal background checks, and driver's record checks.

Application Process

Qualified candidates are invited to submit an application via the County of Currituck's website, at www.CurrituckCountyNC.gov. Candidates should also submit a cover letter, resume, letters of reference, and a writing sample. The writing sample should answer three (3) of the questions listed below.

The position is open until filled; however, interested applicants are encouraged to apply no later than June 30, 2024. For more information, contact Melissa Futrell, Human Resources Director, via email to Melissa.Futrell@CurrituckCountyNC.gov or by phone at 252-232-3228.

To learn more about the County of Currituck, please visit www.CurrituckCountyNC.gov.

Writing Sample Questions (Select three)

1. Identify and describe in detail your management style.
2. Discuss your experience and understanding of challenges that face a coastal community.
3. Describe your experience in the realm of tourism.
4. Identify what you see as Agricultural issues that could prove to be on the horizon and potential solutions to explore.
5. What experience do you have in managing infrastructure, as it pertains to county government service?



The County of Currituck is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.