GASTON COUNTY, NORTH CAROLINA

“Great Things are Happening in Gaston County”

Invites Your Interest in the Position of

Assistant County Manager
An Exceptional Opportunity
TO BE PART OF THE GREAT THINGS HAPPENING IN GASTON COUNTY

Under the direction of the County Manager, the person we seek to become our next Assistant County Manager will provide leadership and management for a progressive and efficiently-run county government located in the beautiful Piedmont Region of North Carolina.

Gaston County desires for its Assistant County Manager to be a respected leader and manager, well-versed in public finance and budgeting, capital planning, public works/engineering, economic development, and county operations. The Assistant County Manager must be someone who will work effectively and hand-in-hand with the County Manager, County staff, and elected officials. The selected individual should be strong, consistent, and be committed to moving the County forward.

Please visit www.gastongov.com to apply.
Gaston County, North Carolina

Is conveniently located directly to the west of Mecklenburg County, NC, and bordered by three main waterways. Gaston County is home to over 222,000 residents who are able to enjoy the small-town feel living Gaston County offers, plus the amenities and benefits of being adjacent to the Charlotte-Metro area. Recreation, especially, is a large driver in the County’s quality of life and tourism. In 2019, Gaston County was 17th in NC for tourism, seeing an economic impact of over $262 million to the County.

Additionally, with world-class, site-ready industrial parks and upscale office development, Gaston County is a great place to do business. Recently, Gaston County has emerged as a location of choice for international, owner-occupied, single-tenant, advanced manufacturing facilities. In fiscal year 2019 alone, Gaston County saw over $340 Million in foreign direct investment, and over 2,600 jobs were created.
About the Candidate

Knowledge, Skills, & Abilities

- Comprehensive knowledge of the County’s functions, methods of County departments, and the administration of County services.
- Thorough knowledge of basic laws, ordinances, and regulations underlying the management and administration of County services.
- Knowledge of the functions of large governmental organizations, intergovernmental relations, urban planning, and the ability to work effectively in a performance-based environment.
- Ability to grasp new ideas, embrace cross-generational management, manage and analyze data, and function effectively in a diverse work environment.

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Education & Experience

- A Bachelor's Degree in Public Administration, Political Science, Business Administration or a related field is preferred; Master’s Degree in Public Administration is preferred.
- A minimum of five (5) years of local government management experience required.

An equivalent combination of education and experience will be considered.
Essential Duties

THIS POSITION WILL JOIN THE EXECUTIVE TEAM AS ONE OF TWO ASSISTANT COUNTY MANAGERS.

This position will:

- Attend all Board of Commissioners meetings.
- Direct and supervise assigned County departments.
- Direct and focus County efforts for development services, capital planning, County debt, education, and school-related debt.
- Assist in developing and executing the annual Capital Improvement Plan (CIP), and oversee County capital projects and related debt issuances.
- Partner with Gaston County Schools to analyze capital needs and debt affordability and capacity.
- Collaborate and build relationships with County management, elected officials, department heads, staff, business and community partners, other external partners, and the public to accomplish the County’s goals and ensure a productive and efficient workplace.
- Provide support and information in a timely manner to the County Manager and Board of Commissioners, including status updates on projects and operations of assigned departments and recommendations on various matters.
- Represent the County on boards, commissions, and committees related to area of responsibility.
- Ensure all orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed for assigned departments.
- As directed by the County Manager, disseminate information regarding County government and County policies to the public.
- Perform any other duties that may be required or authorized by the County Manager.

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Compensation & How to Apply

The starting salary for the new Assistant County Manager will be market competitive, depending on experience and qualifications of the selected individual. In addition, the County expects to provide an excellent fringe benefit package and reasonable relocation expenses.

To apply for the position or for more information, please visit:  
www.gastongov.com

Gaston County Government Facts

$330M  
FY 2020  
Adopted Budget

10th  
Largest County  
in NC

1,600+  
County Employees

Government Structure

- Governed by a seven (7) - member Board of Commissioners, representing the Townships within the County.
- Commissioners must live in their Township, but are elected at-large.

Employee Wellness

- Very strong wellness program in partnership with CaroMont Regional Medical Center
- Two (2) staff members devoted to employee health, fitness, nutrition, and chronic disease management.