



NORTH CAROLINA

# Durham County Manager

Durham County, North Carolina

Live, Grow, Thrive







To learn more about the Community and Organization – visit the [County website](#) and take a tour via a recent [ICMA focus video](#).

**Downtown Durham's Award-Winning Offerings**

**DRIVING BUSINESS with highly-skilled workers**

#1 Best State for Business logo"/>

## Durham County Accolades

 Digital Counties Leader for Best Practices by NACo and Center for Digital Government.	 Public Technology Institute Solutions Award to DSS/IT for using Predictive Analytics	 NACo Achievement Award for Interpreter Request Service App for Public Health	 Willis Young Memorial Award on the Front Lines of Violence for Project Build
 NC Public Library Directors Awards for Durham Library Programming and Public Relations	 EMS Gold Plus Recognition from American Heart Association Mission Lifeline Program	 Innovate Durham Named Winner of J. Robert Havlicek Award for Innovation in Local Government	 National Tech Savy Award
 #4 in High Tech GDP concentration	 NC delicacies nab Good Food Awards for the best in craft beer, cheese, pork and chocolate	 2019 Best Food City in North Carolina	 Earnhardt Jr., Love III headline 2019 North Carolina Sports Hall of Fame class
 The 21 most spectacular theaters in the U.S.	 Durham Earns National Accreditation in Parks and Recreation	 #4 - North Carolina Central University 10 Best Online Colleges for a Bachelor's Degree in Hospitality	 Duke named Tree Campus USA for 11th Year
 #6 - Durham-Chapel Hill among top places for women homebuyers	 The country's best gin is closer than you think	 The 15 most important LGBTQ landmarks in the US	 Trust us, you'll want to bump this hip southern city to the top of your list.
 The Best Cities for Women in Tech in 2019	 Top 8 Farmers' Markets to Visit Across America	 Historic Hotels of America - 21c Museum Hotel	 Readers' Choice Airport Awards: RDU International Airport

Durham County, North Carolina, operating under a Board of Commissioners-Manager form of government, is seeking a passionate, equity and social justice-oriented Manager to lead one of the most dynamic and economically diverse Counties in North Carolina. With outstanding strategic leadership skills, the next County Manager will have a track record of being an entrepreneurial consensus builder with effective growth management skills, and the ability to build and inspire teams. The successful manager has a track record of partnering and collaborating with staff, a diverse community, regional partners, and the Board of Commissioners to carry out identified strategic priorities of the Board to meet the needs of the community.

## About the Community

Durham County, located in the Research Triangle Region of North Carolina, is home to Research Triangle Park and is one of the most economically competitive regions in the world. Research and development from the region's major research institutions, and many private and federal labs, have fueled business and economic growth here and have made the region a world leader in life sciences, information technology, and clean technology. Within Durham County boundaries, there are six townships, seven unincorporated communities, two census designated communities, and parts of two Towns (Chapel Hill and Morrisville). With the City of Durham as the County seat, the County is inclusive of both urban and rural settings and must strive to balance the needs of its citizens.

Consistently ranked among the top places to live, work and play, Durham is a magnet for talent, which helps attract innovative companies working in high- growth industries. Durham, the "City of Medicine," has long been known for world-class medical facilities, including top-ranked Duke University Medical Center, and an industry-leading pharmaceutical sector. More recently, it's become a hotspot for entrepreneurs and high-tech startups, propelled by the launch of American Underground, a startup incubator and accelerator and the Durham Innovation District that is a planned, mixed-use residential/retail/lab and work space in Downtown Durham. Durham boasts a premier performing arts center and the Durham Bulls AAA baseball team. In addition to Duke University, Durham is home to North Carolina Central University, the nation's first public Historically Black College and University, now a major center for biotech and bio-manufacturing R&D, and Durham Technical Community College, a key partner in preparing a competitive workforce. Private investment is flourishing, redeveloping former tobacco and textile warehouses and historic buildings into exciting, mixed-use developments filled with diverse and popular housing options, restaurants, artist studios, retail spaces and small businesses.

The population of Durham County is over 320,000 and highly diverse. Much of Durham County's growth occurred within the City of Durham where the majority of the County's citizens reside. The County's population grew from 267,587 to 324,833 during the period 2010-2020, representing a decade-long increase of more than 20%. Current expectations are that the population is projected to grow by 30% by 2050. Centrally located, Durham County is a few hours' drive from the beautiful North Carolina coast to the East and the Appalachian Mountains to the West.

## Organization Overview

The Durham County Commissioners are a five-member board. Commissioners serve four-year terms. Durham County operates under the Board-Manager (Council-Manager) form of government. The County Manager is the Chief Administrator of County government.

Durham County Government provides services ranging from animal control to zoning and strong support is provided to the local Board of Education and School Superintendent. Award-winning programs in our Health Department, IT, Public Library, Social Services, and Tax Departments as well as GFOA recognized reporting in the Finance department, demonstrate Durham County's commitment to better serve our residents, prepare for the future and be a caring, inclusive, and transparent government.

The County has worked hard to increase transparency and to match the community vision of "Durham County is a thriving, vibrant and diverse community with abundant opportunity for all residents to live, work, learn, play and grow with goals and an actionable [strategic plan](#) with an robust implementation and evaluation [process](#). The new Manager will have the opportunity to update that strategic plan and its implementation.

The County's goal areas guide staff in managing for results by developing and implementing the annual budget and work plans to include:

- Community and Family
- Health and Well Being
- Secure Community
- Environment
- Visionary Government

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[County website](#) and take a tour via recent [ICMA focus video](#)

## About the Position

The Durham County Board of County Commissioners is the legislative and policy-making body for Durham County and is the final authority on all County matters. The Board of County Commissioners hires the County Manager, County Attorney, County Clerk, appoints members of boards, committees and commissions, approves the annual budget, authorizes contracts on the County's behalf, enacts ordinances and resolutions and establishes general County policies. The County Manager reports to the Board of Commissioners and acts on the Board's behalf to manage the operations of the county, implement policies, develop, manage and present the budget, as well as to execute the Board's vision, directives and policy priorities using effective, innovative, and creative methods.

## Key Priorities of the New Manager will include:

- using a leadership style that ensures effective Commissioner / Manager relationships through respect for diverse views along with committed and assertive consensus-building;
- working with staff to capitalize on strengths and enhance employee engagement by fostering a culture of candid dialog – even when perspectives differ, inclusiveness, equity, consistency, and accountability for delivering excellent customer service both internally and externally;
- engaging the community, building consensus, and facilitating partnerships with a wide variety of public and private sector stakeholders;
- applying equity and racial justice principles to delivery of services related to needs assessment, budgeting, implementation, and evaluation across all County communities;
- exhibiting transparency, honesty, and integrity in all operations through listening to the needs of the community and the County employees while reenergizing the County's core values among staff: Accountability • Commitment • Exceptional Customer Service • Integrity • Teamwork and Collaboration; and,
- responding proactively and creatively to the impacts of COVID-19 on the County's businesses, residents, and visitors.







***The successful candidate has a track record of success and is:***

- an ethical leader who sets an example for all by being transparent and highly competent
- a confident and trusting leader who allows department heads to exercise their expertise without undue oversight, but remains accountable for results;
- a data-driven decision maker who seeks information from multiple sources and uses data as well as stakeholder input to reach conclusions;
- committed to the value of citizen accessibility and is visible and engaged with residents and visitors alike through community involvement;
- is knowledgeable about and an experienced innovator for affordable housing solutions, green environmental approaches, technology innovation, community and social justice-focused public safety, evidence-based school educational programs, comprehensive land use planning, and strategic partnerships;
- an advocate for continuing education for staff and self to ensure effective training, development and succession planning;
- skilled at diplomatically and collaboratively engaging with a diversity of stakeholders such as individual citizens, community groups, Board of Commissioners members, employees, University and business leaders, regional, state and federal authorities in order to leverage County opportunities and mitigate challenges;
- committed to open and transparent government by proactively seeking opportunities to communicate in multiple forums, encourage citizen input, publicize decisions and willingly respond to media when appropriate;
- an assertive consensus builder in working with an engaged Board of Commissioners and staff to carry out County initiatives and priorities;
- strategic and innovative regarding areas for growth of the local economy;
- supportive of innovative redevelopment initiatives while also understanding the impact redevelopment has on at-risk communities;
- adept at constructively advising and providing guidance to Board of Commissioners;
- a creative thinker in assessing ways to increase revenue and effectively manage expenses while delivering outstanding service;
- able to effectively recruit, retain, manage, develop and engage talented staff to deliver excellent customer service to both internal and external customers;
- experienced in developing and managing annual general and capital budgets;
- resilient in the face of challenges and seeks innovative solutions to problems;
- communicates excellently both verbally and in writing and possesses well-developed interpersonal skills and abilities;
- values accountability and holds high expectations of self and others while also being an effective and respected leader; and
- effectively networks with peers in neighboring communities including partners in City / Town governments, public schools as well as other municipalities throughout the state.

## Benefits at Durham County

- Medical Insurance
- Dental Insurance
- Vision Insurance (County Paid)
- Medical Flexible Spending Account (FSA)
- Life & Accidental Death & Dismemberment Insurance
- (1x Salary - County Paid) Term Life Insurance
- Whole Life Insurance Accident Insurance
- Short Term Disability
- Long Term Disability
- Long Term Care
- Hospital Confinement
- Legal Insurance
- Dependent Care Flexible Spending Account
- Transportation Flexible Spending Account
- Employee Assistance Programs (EAP)
- Flexible Work Options
- Choose To Move 30 Minute Wellness Program
- Group Fitness Classes
- Retiree Benefits
- Retirement Pension
- County contributes 5% towards your 401k or 457 plan regardless if you contribute 529 College Fund
- Tuition Reimbursement
- Leave (Vacation, Sick, Holiday, Volunteer & more)

## Qualifications

The successful candidate will have a minimum of a master's degree in public or business administration, or a comparable field with 10 years increasingly responsible professional experience in municipal management with at least five years at the level of assistant manager or manager in a comparably sized community. Must have a proven track record in leading with an equity and social justice philosophy, transparent public communication, effective intergovernmental relations, personal community engagement, leading cohesive and collaborative change, visionary leadership, and being adept at leading and implementing strategic planning to implement the strategic priorities of the Board to meet the needs of the community. Work experience in a high-growth and diverse community is highly desirable. ICMA credentials or the ability to those credentials within a designated timeframe is preferred.

## Compensation

The starting salary will be up to \$255,000 depending on qualifications. Information about benefits can be found at:

<https://www.dconc.gov/government/departments-f-z/human-resources-new/compensation-benefits>.

There is a residency requirement to relocate within County limits within 12 months of employment.





## Application and Selection Process:

To apply, go to

<https://agency.governmentjobs.com/developmentalassociates/default.cfm> and click on the County Manager – Durham, NC link. To learn more about the selection process, visit [Client Openings](#) (or copy and paste into your browser: <https://developmentalassociates.com/client-openings/>).

All applications must be fully completed and submitted online via the Developmental Associates application portal – NOT the County portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters can be uploaded with the application. Applicants should apply by November 22, 2021. Application review begins November 29, 2021. Finalists will participate in virtual interviews and skill assessments on January 6-7, 2022, which involves 3-4 hours over the two-day period, not including preparation. Interviews with the Board of Commissioners will follow at a subsequent time. *Inquiries about your application* should be emailed to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com).

Durham County is an Equal Opportunity Employer.

Development Associates, LLC the recruitment and selection process for this position.

