



"People to match our mountains."
Buncombe County, North Carolina

Buncombe County, North Carolina is seeking a County Manager Administrative Coordinator.

The community boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, Lillian Exum Clement, Edward W. Pearson Sr., F. Scott Fitzgerald, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitor every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.





Buncombe County is a caring community in harmony with its environment where citizens succeed, thrive, and realize their potential. Our mission is to promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life; to provide effective and efficient government our citizens can trust; and to deliver needed service through a responsive work force committed to excellence, integrity, and teamwork.

Job Title: County Manager Administrative Coordinator

The Buncombe County Board of Commissioners approved the nondiscrimination ordinance during their April 20 meeting to bolster Buncombe County's commitment toward its 2025 Strategic Plan goal of increasing equity. The nondiscrimination ordinance protects access to private employment and public accommodations and will go into effect on July 1, 2021.

Purpose of the position:

The primary purpose of this position is to assist the County Manager by performing complex administrative functions of office management and administering the nondiscrimination ordinance. This position will require interpretation and judgement in organizing and coordinating business activities involved with the ordinance.

Essential Functions of the position:

- Perform executive level office management functions for the County Manager's Office, included but not limited reception, customer service, human resource and financial management duties.
- Coordinate the administration of Buncombe County's Non-Discrimination Ordinance;
- Receive complaints and conduct investigations of allegations of employment /public accommodation discrimination in accordance with investigatory process and procedures as prescribed by the Buncombe County Non- Discrimination Ordinance.
- Conduct conciliation meetings and proceedings with complainant and respondent, determine complainant requirements; recommend "cause"/"no cause" determinations of base facts and the analysis of law. Prepare conciliation agreement for signature and monitors parties' compliance to agreement; intervene as needed; maintain detailed private case investigation

files and maintains case in the appropriate electronic case management system.

- Prepare and/or process various records such as case investigations, training presentations, research, and Ordinance related presentations; assist in preparation of abstracts and proclamations for the Buncombe County Board of Commissioners consideration.
- Interact with and demonstrate respect for persons of diverse backgrounds to promote positive human relations and to address situations of discrimination.
- Collaborate with and provide positive work relationships with non-profit organizations and business community on social justice issues.

Minimum Education, Training and/or Experience (required at time of hire):

Associate's degree in related field; and four (4) years of progressively responsible administrative support, management, or closely related experience; or equivalent combination of education or experience which provides the required knowledge, skills and abilities will be considered in meeting the minimum qualifications.

Preferences:

Bachelor's Degree in Sociology, Public Administration, Ethnic Studies, Human Services or a related field

Additional Training and Experience:

Experience in the field of diversity, equity and inclusion, working professionally in the government, business, consulting, nonprofit, and/or academic sectors preferred.

Program Specific Knowledge, Skills and Abilities:

- Knowledge of department's office systems, practices, procedures and administration.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Knowledge of principles and best practices of diversity, equity and inclusion in both workplace and community settings; processes and procedures associated with development and implementation of equity programs; principles and best practices of change management; and best practices for community engagement and training.
- Knowledge of employment, public accommodations, education human rights laws.
- Knowledge of Federal Civil Rights laws, and North Carolina Human Rights laws, County and local Human Rights Ordinances and policy.
- Knowledge of mission, goals, and objectives of the organizational unit, program, or activities to which incumbent is assigned;

Location: Asheville, NC

Job Posting End Date: Open until filled – for early consideration apply May 14, 2021

Salary Range: \$51,110.54 - \$67,720.81

[**Click Here To Apply**](#)

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO)* to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition the Agency expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

** Equal Employment Opportunities (EEO): race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, or disability*

