

County of Gloucester
Human Resources Manual

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| CHAPTER: | 1 - FUNDAMENTALS | ADOPTED: 3/7/06 |
| SECTION: | 4 - MANAGEMENT RESPONSIBILITIES | REVISED: 5/22/24 |

Gloucester County management is expected to manage their departments, divisions, and units and to keep the County Administrator, Deputy County Administrator, Commission Director and Commission Liaison informed of any major changes in operational procedures or problem areas. Management is comprised of Department Heads, Deputy Department Heads, and Immediate Supervisors. Deputy Department Heads and immediate Supervisors should follow the chain of command in relaying information.

The lists below provide an overview of management responsibilities by position.

Department Heads:

Department Heads are expected to manage their departments through the following mechanisms:

- Effectively communicating with the Commission Liaison, and as appropriate Commission Director
- Maintaining effective communications with County Administrator, Deputy County Administrator, and Human Resources
- Managing and developing staff including ensuring mechanisms for feedback, periodic performance evaluations, and operating procedures are in place
- Taking appropriate initiative to accomplish tasks
- Producing appropriate levels of quality work
- Working effectively and efficiently with other County departments and agencies
- Adhering to County policies and procedures
- Maintaining a safe workplace
- Taking steps to improve the Department's time and attendance
- Preparing a complete, comprehensive and reasonable budget as well as being able to discuss and explain in detail
- Managing budget throughout the year

Deputy Department Heads:

Deputy Department Heads are expected to assist in the management of their department through the following mechanisms:

- Communicating effectively with the Department Head
- Managing and developing staff
- Taking appropriate initiative to accomplish tasks
- Producing appropriate levels of quality work
- Meeting work schedules & specified deadlines
- Adhering to County policies and procedures

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- Taking steps to improve the Department's time and attendance
- Effectively using resources

Immediate Supervisors:

Immediate Supervisors are expected to manage their units and assist their staff in accomplishing tasks through the following mechanisms:

- Training new employees
- Assigning and scheduling work
- Handling complaints from staff
- Setting priorities
- Offering problem solving and decision making
- Maintaining discipline