



COUNTY OF NYE

CLASS TITLE: ADMINISTRATIVE MANAGER

BASIC FUNCTION:

Under direction, performs a variety of office management, administrative services for the County Manager and County Commission; supervises secretarial and clerical support staff to include Administration, Facilities and Equipment Services departments; acts as information resource for the County Managers Office; and performs related work as required.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Serve as primary resource for information about administrative policies, programs, functions and procedures; receive office visitors and telephone calls, interpret policies and procedures; interface with the public on behalf of staff members; interface with County Elected and Appointed Department heads, other officials and the general public with regard to protocol, policies and procedures.
2. Supervise assigned support staff to include: staff selection; provide training in proper work methods and techniques; assign and review work; conduct performance evaluations; administer discipline.
3. Prepare agendas for Commission meetings (including certain agenda items for the County Managers Office); review material to determine that it is properly prepared for public presentation; provide others with advice on revisions/rewrites to agenda items to assure compliance with Nevada Open Meeting Law'.
4. Prepare public notices for County Commissioners' meetings and workshops, maintain awareness of events and meetings that require compliance with Open Meeting guidelines.
5. Monitor budget/expenditures during the fiscal year; coordinate payroll functions for the County Manager's Office and Commissioners.
6. Research and prepare documents for Commissioners and Manager for responses to constituents' complaints or requests; perform special projects and write summary reports as requested.
7. Confer with the County Manager/Commissioners on administrative problems and procedures; participate in long term strategic planning; evaluate office operations; review work methods and procedures; develop changes to work processes, work flow, and/or equipment used; make recommendations to improve operational

efficiency.

8. Prepare correspondence, informational materials and documents; maintain a variety of files and records (computerized and manual), update files and databases and generates computer reports as necessary for effective operations.

Knowledge, Skills & Abilities:

Knowledge of organizational structure of Nye County; Nevada Revised Statutes (NRS), county code, ordinances, policies, and procedures related to the responsibilities, functions, and operations of the Nye County Commission and Office of the County Manager; Countywide personnel policies such as affirmative action, sexual harassment, discrimination, and EEO; Terms and acronyms commonly used in assigned function; Computer hardware and software specific to the area of assignment; Select, supervise and evaluate the performance of assigned staff; understand the organization and operation of the County and outside agencies/entities as necessary to assume assigned responsibilities; Assist in the planning and coordination of operations of the County Manager's Office; Provide explanations, information, answer questions and makes recommendations for action in a manner that does not intimidate or provoke others recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same; Prepare agendas for County Commissioners' meetings in compliance with Nevada Open Meeting Law; Access and operate departmental office equipment, including personal computers and software.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Five years of experience performing administrative, fiscal and office support work, which includes direct public contact in a supervisory/lead capacity.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises direct supervision over clerical and support staff

CONTACTS:

Board of Commissioners, co-workers, other department personnel, other County officials, other public agencies and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office and court environment.