



# COUNTY OF NYE

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## CLASS TITLE: ASSISTANT COUNTY MANAGER

### **BASIC FUNCTION:**

Under the administrative direction of the County Manager, provides organizational leadership, direction and supervision to an assigned group of departments; represents the County in dealings with the public officials from other jurisdictions, representatives of private industry and members of the general public; attends meetings outside normal working hours as required; represents County Manager in his/her absence; and performs related duties as assigned.

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

1. Implements policies, as directed by the Board of County Commissioners and the County Manager, and monitors assigned departments to ensure the efficient delivery of services; consistency with County practices and adherence to the County's long range plan. Serves as a key member of the County Manager's executive management team assisting in planning, monitoring and executing programs and local government operations; provides high level professional administrative and complex analytical/organizational support regarding daily operations of the County.
2. Plans, directs, manages, organizes, and oversees assigned department heads and supervisory staff regarding operational and management problems; recommends alternatives and solutions. Administers, conducts and coordinates major Countywide projects and performs a variety of management, special projects and programs as assigned. Encourages and facilitates consistent improvement in the provision of services. Oversees programs, which address constituent issues and services to citizens.
3. Provides policy guidance, strategic planning and program evaluation and supervises assigned department heads including establishing performance standards; evaluating performance by linking accomplishments to the County's long range plan; reviewing the efficiency of operations; budget preparation and management control; administering discipline; making hiring recommendations to the County Manager and the Board of County Commissioners.
4. Represents the County in meetings with representatives from other jurisdictions, private industry and members of the general public to resolve problems, negotiate agreements and study potential changes, which impact the County.
5. Researches and analyzes data, compiles reports, makes recommendations and presents findings to the County Manager, the Board of County Commissioners and other jurisdictions.

6. Responds to citizen complaints directly, by gathering pertinent information and inputs for possible solutions, or referring to appropriate staff for corrective action.
7. Assists the County Manager in developing and fostering effective relationships and close coordination between staff and the Board of County Commissioners.
8. Recommends to the County Manager methods, policies and programs aimed at improving County services in an efficient and cost effective manner.
9. Represents County Manager in activities and meetings with various community groups and other public and private organizations as designated. Acts on behalf of the County Manager in his/her absence.

**QUALIFICATIONS: Full Performance Knowledge of:**

County operations, policies and procedures; specific operations of assigned departments; Pertinent State, Federal, and Local codes, laws and regulations; methods of quantitative analysis; Ability to demonstrate well-developed sense of business acumen ; Demonstrate a high degree of computer literacy, especially Microsoft Office applications; Provide County Manager with well-organized and detailed information to include a poignant analysis of potential ramifications; Analyze legislative issues and determine their effect on County operations effectively.

**Entry Level Knowledge of:**

Principles and practices of management, organizational theory and supervision; Basic mathematical skills to include statistical analysis, budgeting and other operations necessary to prepare reports, analyze cost/benefit ratios, and defend findings of fact.

**Problem solving techniques - Principles and practices of Public Administration Ability to:**

Analyze data and recommend appropriate solutions; Compile comprehensive reports; Make effective presentations to the Board, other agencies, staff and the general public; Practice active listening; Demonstrate leadership and motivate others; Interpret and apply the provisions of laws, codes, and complex legal documents; Exercise good judgment; Communicate effectively, orally and in writing; Be assertive at appropriate times; Be diplomatic when dealing with sensitive issues; Establish and maintain effective working relationships with elected officials, appointed department heads, county staff, and the general public; Maintain composure and objectivity in adverse situations; Recommend creative solutions and innovative ideas.

**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: Graduation from an accredited college or university with a Bachelors Degree in public administration, and five years of management experience in the public sector (elected official status counts); or any combination of training, education and experience that would provide the required knowledge and abilities. Nevada experience preferred.

**LICENSES:**

Valid Nevada Driver's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Exercises direct supervision over support staff and assigned department heads.

**CONTACTS:**

County Manager, Board of County Commissioners, Elected Officials, Department Heads, Supervisors and other County employees.

**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 environment, which may require lifting files, documents and books.

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 environment, occasional evening meetings and evening/weekend work.