



COUNTY OF NYE

CLASS TITLE: COUNTY MANAGER

BASIC FUNCTION:

Under policy direction of the Nye County Board of Commissioners, acts as chief administrative officer of the County, responsible for managing the overall operations and administration of the County government and Board-governed special Districts; and performs other work as required by the Board of Commissioners. This is a single-position class responsible to the Board of Commissioners for managing the implementation of Commission policies and administrative direction, and for direction of County management staff and of County resources. The employee in this class is an “at-will” employee, serving at the pleasure of the Board of Commissioners.

REPRESENTATIVE DUTIES: *The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Develops, evaluates and implements administrative policies and procedures to meet Commission goals and objectives; supervises the performance of County departments under the jurisdiction of the Board of Commissioners; directs the establishment of standards, goals and objectives and evaluates the performance of departments; coordinates the activities of the various County departments to ensure timely, efficient and effective delivery of programs and services.
2. Selects, directs and evaluates appointed department heads and other staff; develops, and evaluates staff; develops and implements training programs to enhance the capabilities of staff and improve the delivery of services; instructs and trains staff; hears, responds to and resolves employee problems, concerns, complaints and grievances; administers discipline.
3. Negotiates and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Commission direction; administers and enforces agreements.
4. In conjunction with the Budget Director, develops procedures for preparation of budgets, develops operating and capital budget estimates and targets to guide departments and recommends budgets and staffing level to the Board of Commissioners; estimates budget needs; reviews and comments on justifications for funding requests; establishes budget control systems; monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures.
5. Analyzes proposals and develops recommendations to the Board of Commissioners regarding policies and programs, analyzes information pertaining to County services and operations, including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community and the Board of Commissioners.

6. Administers the preparation of Commission meeting agendas; attends Commission meetings; makes oral and written presentations to the Board of Commissioners and to other public and private groups; provides information to the news media and the public regarding County operations; represents the County with other government agencies and in meetings with the public.
7. Implements the Board of Commissioners' legislative advocacy program; analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Commission regarding departmental legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
8. Provides direction and support to staff including advice and consultation to the members of the Board of Commissioners; investigates and resolves complaints and concerns regarding County programs, services and facilities; acts as liaison with towns, other counties and regional, state and federal agencies on a broad range of matters.
9. Directs the purchasing of supplies, materials and equipment; administers all public buildings and property under the jurisdiction of the Board of Commissioners; supervises all support services.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of principles and practices of management organization and supervision; principles of public budget preparation and administration; principles of public personnel administration and employee relations; laws and regulations which pertain to County operations, services and programs.

Ability to develop policies and goals consistent with Commission directives; effectively administer projects and operations consistent with County policies and goals; supervise staff; plan, direct and evaluate the work of staff; work effectively under the pressure of deadlines, conflicting demands and emergencies; establish and maintain effective working relationships with all levels of County staff, elective and appointive bodies, and members of the general public; gain cooperation through discussion and persuasion; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal and operation matters; analyze policies, regulations, projects, activities and methods; select alternatives; project the consequences of proposed actions; implement administrative policies and work programs consistent with regulations and with County policies and goals; understand, interpret and apply laws and regulations; present findings, recommendations and policies to individuals and groups in an understandable and persuasive manner; communicate effectively in writing on matters related to department policies, funding and operations.

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 in a management level position 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:

All appointed department heads and staff of administrative departments.

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.

Strength and stamina to sit at a desk; vision to read reports, financial data and maps; dexterity and coordination to use keyboard and video display terminal, sometimes for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, and other materials. Moving from place to place within the office; some reaching for items above and below desk level, including above the head. Endurance and vision to drive for extended periods of time throughout the County and state.

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: Generally clean office working environment, with limited exposure to dust, fumes, odors or noise. Periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events; frequent work days lasting twelve to fourteen hours. May/will work alone at times. May/will be required to drive alone for extended periods of time throughout the County and state.