

Storey County Job Description

County Manager

Class Title: County Manager
Reports to: Board of Storey County Commissioners
FLSA Status: Exempt
Represented Status: Non-Represented
Created: March 2007
Last Revised 02-20-2018
02-04-2020

1. Job summary. The county manager is the county's chief administrative officer and reports to the Storey County Board of County Commissioners (board). The board considers and sets policy and the county manager is tasked with implementing these policies. Without limiting the specific duties and responsibilities that the county manager may be assigned by the board, the broad activity areas for measured achievement are:

- A. Executive leadership and development of goals for the county
- B. Managerial and organizational effectiveness
- C. Financial planning and preparation of the budget
- D. Human resource development
- E. Public service and communication
- F. Economic development in the county
- G. Emergency management
- H. Any job duties listed here or set by the board

2. Distinguishing characteristics: The county manager is responsible for the leadership, supervision, and management of county staff, and management of county resources consistent with the administrative and policy direction of the board. An employee in this position is unclassified and "at-will," serving at the pleasure of the board.

3. Evaluation of job performance. The county manager will be given a yearly evaluation by the board on the county manager's annual anniversary. The board may evaluate the county manager at other times as deemed appropriate. The board may consider an increase in salary, including a merit increase consistent with the amount given unclassified personnel and a possible performance based bonus. The administrative officer and/or personnel director (director) is responsible for placing the review on the board's agenda, providing any required legal notice, and providing material for the agenda packet including salary comparisons and any material requested by the board. In accordance with Storey County personnel policy, if a performance evaluation is not completed within 30 days of the employee's anniversary date it shall be considered a satisfactory performance evaluation and the personnel director/administrative officer shall authorize a step advancement retroactive to the employee's anniversary date.

4. Examples of duties: The county manager's duties are authorized by action by the board. The duties listed below are examples of the work typically performed by an employee in this position that are authorized by the board. The board may take action to include or eliminate other duties for the county manager.

A. Assist the board in the development of overall goals of the county; provide leadership and direction in the development of short- and long-range plans for achieving overall goals; work with the board and others to develop community and economic development plans.

B. Develop, evaluate, and implement administrative policies based on federal and state law and regulations, and the organizational goals and objectives of the board. Recommends policy changes where appropriate to the board for approval. Informs the board of operational problems.

C. Facilitate team management approach for decision making; promote opportunities for employee involvement in collaborative and participatory problem solving; select, direct, develop, and evaluate management personnel and other staff; administers discipline for inadequate performance or improper behavior.

D. Subject to the limitations of law and board direction; is designated the authorized representative to be responsible for the development, award and proper administration of all purchases and contracts made pursuant to the local government purchasing law, negotiates and supervises county contractual agreements, and after approval of the contract by the board, administers the agreements and if authorized by the board, enforces agreements.

E. Oversee the development of the annual county budget in conjunction with the comptroller for approval by the board; monitor expenditures to ensure compliance with budgets; account for variances between projected and actual expenditures, initiate remedial action, and reports significant variances to the board.

F. Administer the preparation of board meeting agendas; attend board meetings; makes oral and written presentations to the board of county commissioners and to other public and private groups; provide information to the news media and the public regarding County operations; represent the County with other government agencies and in meetings with the public.

G. Analyze proposed legislation and administrative regulations for their impact on County operations; review and makes recommendations to the board regarding legislative activities; participate in the lobbying process by presenting oral and written testimony to appropriate bodies.

H. Receive, investigate, and resolve complaints and concerns regarding County programs, services, employees, and facilities; act as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.

I. Engage with the county economic development team, transfer knowledge attracting and enhancing private enterprise and building public-private relationships.

J. May respond to call out in emergencies, other than during normal working hours, as needed. For example, may respond to and actively participate in all hazard Incident Command Systems.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

The county manager must have knowledge of: public administration and public finance principles and methods; organizational principles and relationships, principles of strategic planning; Nevada public finance laws, regulations and practices; conflict resolution techniques; principles and practices of supervision and employee development.

The county manager must have the ability to: synthesize large volumes of data, interpret and evaluate; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, managerial and technical problems; understand and interpret complex regulations, laws and policies; demonstrate executive leadership and management skills; supervise effectively; establish and maintain effective community relations; make effective oral and written presentations; advocate effectively for the benefit of the county's interest; gain and maintain the confidence and cooperation of elected and appointed officials and the public.

5. Licensing, education, and other requirements.

A county manager must have:

- 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:
 - Bachelor's Degree or equivalent from an accredited college or university with coursework in public or business administration, management, accounting, economics, or a similar field. Other education may be considered based on other qualifications and experience.
 - Master's Degree or higher with such major or significant coursework may be preferred.
 - At least 5 years of increasingly responsible professional experience in management, human resources, or administrative capacity that includes experience in supervision and/or personnel management in an open political environment.
 - Professional certifications, such as ICMA Credentialed Manager, applicable to the position may be preferred.
- Must possess a valid Nevada Class C Driver License.
- Ability to pass a criminal background investigation.

6. Physical demands.

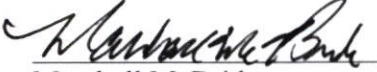
The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

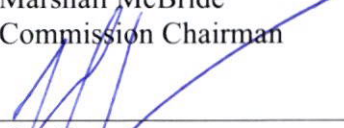
- **Physical Requirements.** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The

manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 50 pounds) is occasionally required. 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.

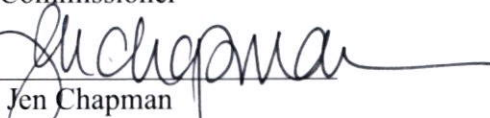
- **Working Environment.** Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer. Work is typically performed independently with reporting directly to the board of county commissioners as appropriate. Position may occasionally be required to travel by motor vehicle to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

Effective this 4th day of February, 2020.


Marshall McBride
Commission Chairman


Jay Carmona
Commission Vice-Chairman


Lance Gilman
Commissioner


Jen Chapman
Human Resources Director