



Nevada Association of Counties  
304 South Minnesota Street  
Carson City, NV 89703  
(775) 883-7863

[www.nvnaco.org](http://www.nvnaco.org)

## **NEVADA ASSOCIATION OF COUNTIES GOVERNMENT AFFAIRS MANAGER**

The Nevada Association of Counties (NACO) is currently recruiting for a Government Affairs Manager. This position works under the direction of NACO's Executive Director to carry out the priorities of the NACO Board and assists with the day-to-day affairs of the organization, including NACO programs and services to members. The Government Affairs Manager also assists the Executive Director in representing the interests of NACO to the Nevada Legislature, the U.S. Congress, private groups, and other governmental agencies. NACO is a non-partisan organization that represents and supports Nevada's counties.

### **About NACO**

NACO is the state association for county government officials and staff and is governed by a Board that includes county commissioners from NACO's county membership in Nevada, as well as members from affiliate organizations. Founded in 1924, NACO serves its' members guided by the goal of encouraging county government cooperation and collaboration to positively impact public policy and help optimize the management of county resources. NACO also provides valuable education and support services to its members. NACO is housed in a historic, pre-statehood, building in Carson City, NV.

### **Examples of Responsibilities Include:**

- Under the direction of the Executive Director advocate on behalf of priority issues for Nevada's counties by monitoring, tracking, and analyzing proposed state and federal legislation and regulations; assisting with the development of proposed legislation; testifying before state legislative bodies; and networking with stakeholders and policy makers.
- Provide research and analysis on issues of concern and/or interest to NACO members.
- Represent NACO on statewide boards and committees as needed.
- Act as a liaison between NACO and other governments, including cities, states, federal agencies, other county associations and the general public.
- Work with the NACO Board to conduct outreach to local, state, and federal policy makers about issues of importance to county governments.
- Assist in planning the NACO Annual Conference, including program development and support of events with host counties.
- Plan, organize, and administer member services by conducting special meetings for member counties, marketing available programs, and helping to develop educational tools.



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- Interact with National Association of Counties (NACo) staff and members on common goals and policy issues and represent Nevada's counties on NACo policy committees, as necessary.

### **Qualifications for Employment**

- Minimum three years' experience in: public policy, government affairs or local government.
- Knowledge of the Nevada legislative process as well as the organization and activities of various levels of government, including local governments.
- Graduation from an accredited University with a degree in political science, public administration, business administration, or a related field.
- Ability to establish and maintain effective working relationships with members, staff, and the public and display, tact, patience, and judgement in all communications.
- Excellent oral and written communication skills and ability to prepare oral and written reports.
- Principles, concepts, and methodology used in research and data gathering.
- Basic knowledge of economic and legal principles.
- Basic knowledge of public and media relations including social media.
- Interest in working in a diverse and non-partisan organization on a wide-ranging set of public policy issues.

### **Special Requirements**

All applicants must possess a valid Nevada driver's license.

### **Physical Requirements**

Ability to work in a typical office setting, use standard office equipment, and to drive a motor vehicle or other form of transportation to attend meetings. Ability to sit or stand and talk for extended periods of time, as well as operate a computer for extended periods of time. Ability to occasionally work long or irregular hours as well as occasional travel for 3-4 days at a time. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **Compensation**

\$60,000 – \$75,000 annually dependent on qualifications. Fully paid, Medical and Dental Benefits for employees and NACO pays 100% of your contribution to the Nevada Public Employee Retirement System (PERS).

### **Location**

This position is located at the NACO office in Carson City, NV.

### **How to Apply**

Please submit resume along with a cover letter to [info@nvnaco.org](mailto:info@nvnaco.org). Applications will be accepted until the position is filled. NACO will be conducting initial interviews in December.