

Position opens: August 24, 2020

Elko County Human Resources Employment Opportunity Announcement

POSITION: County Manager

SALARY: \$108,000 - \$153,000 Annual

APPLICATION DEADLINE: September 21, 2020

Elko County is seeking qualified applicants for the position of County Manager, reporting to the Board of County Commissioners. The ideal candidate will be an enthusiastic, well-rounded leader with strong business sense and the ability to lead diverse team, including providing support to elected officials and the Board of County Commissioners. Must have knowledge of organizational management and supervision, public budget preparation and administration, public personnel administration and employee relations, laws and regulations which pertain to County operations, services and programs. Provides administrative direction to a number of County departments and coordinates and supports the work of departments headed by elected officials. Desired qualifications include a bachelor's degree in business or public administration, a minimum of five (5) years of county or other public agency administrative experience, including responsibility for management of staff and programs. Possession of a valid driver's license is required. Successful candidate must pass a fingerprint-based background check and other appropriate pre-employment screenings.

IMPORTANT: Applications for the position of County Manager may be made public and confidentiality cannot be guaranteed. In addition, some or all of the interview process will be conducted in an open meeting.

- 100% PERS Retirement
- Minimal fee for employee Medical/Rx, dental, vision and group life insurance plans.

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax

Elko County is an Equal Opportunity Provider and Employer.

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



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

**Job Code: 25701
Date Est.:
Last Rev.: 10/2010
FLSA: Exempt
Probation: N/A**

COUNTY MANAGER

DEFINITION

Under the direction of the Board of County Commissioners, acts as Chief Administrative Officer for the County, as head of the administrative branch of County government. Responsible for managing the overall operations and administration of the County government and Board governed special Districts. The County Manger provides administrative direction to a number of County departments, and coordinates and supports the work of departments headed by elected officials, and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS

The County Manager is responsible to the Board of County 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 unclassified, "at will" employee, serving at the pleasure of the County, and appointed by the Board of County Commissioners, pursuant to N.R.S. 244.125.

SUPERVISION RECEIVED AND EXERCISED

The County Manager executes, on behalf of the Board of Commissioners its administrative control and supervision of the affairs of the County, and of all officers, departments, institutions or districts for whom the Board is required by law to adopt an annual budget, except elective officers or boards, commissioners or institutions which have such administrative authority by law or County ordinance.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 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 County Commission.
- Directs the establishment of standards, goals, and objectives, and evaluates the performance of departments, including coordination of activities to ensure timely, efficient and effective delivery programs and services.
- 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.
- Negotiates and / or supervises the negotiation of all County contractual agreements subject to the limitations of law and Commission direction; administers and enforces agreements.
- In conjunction with the County Comptroller, develop procedures for preparation of budgets, develops operating and capital budget estimates and targets, to guide departments and recommends budgets and staffing level to the Commission.
- Estimate 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.
- 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 County Commissioners.
- Administers the preparation of Commission meeting agendas; attends Commission meetings; makes oral and written presentations to the Board of County Commissioners and to other public and private groups.
- Provides information to the news media and the public regarding County operations.
- Represent the County with other government agencies and in meetings with the public.
- Implements the Commission's 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.
- 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 cities and other counties, and with regional, state and federal agencies on a broad range of matters.
- Directs the purchasing of supplies, materials and equipment; administers all public buildings and property under the jurisdiction of the Commission.
- Monitors all support services, such as the roads department, administration, human and social services, ambulance, building and grounds, and other ancillary departments.

QUALIFICATIONS

KNOWLEDGE OF:

- Practices of management organization and supervision.
- Public budget preparation and administration.
- 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 Commissioner directives.
- Effectively administer projects and operations consistent with County policies and goals.
- Exhibit strong personal characteristics of integrity and honesty in dealings with Commissioners and Elected Officials.
- Maintain a positive, proactive working relationship with elected officials and other department heads.
- Fairly and consistently oversee an employee appraisal system of key staff and makes appropriate decisions affecting pay for performance.
- Supervise staff; plan, direct and evaluate the work of staff.
- Properly counsel and discipline employees as needed.
- 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, selecting alternatives, projecting consequences of proposed actions.
- Maintain self-control and professional demeanor during demanding circumstances.
- 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.

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Bachelor's Degree in business or public administration.
- A minimum of five years of county or other public agency administrative experience, including responsibility for management of staff and programs.

LICENSES OR CERTIFICATES

Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.

- Valid Nevada driver's license.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; strength and stamina to drive long distances and to perform occasional light lifting, reaching, and bending, and for long periods of standing.

WORK ENVIRONMENT

Generally clean working environment with limited exposure to conditions such as 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 eight to fourteen hours.