



## **POSITION ANNOUNCEMENT NEVADA ASSOCIATION OF COUNTIES EXECUTIVE DIRECTOR**

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The Nevada Association of Counties (NACO) is excited to announce the recruitment of an Executive Director. This position is the heart of the organization and the person hired will provide leadership and support to 16 of Nevada's 17 county governments. The ideal candidate must have strong communication, relationship building, collaboration and analytic skills and a background in county government, public policy, or the legislative process. The minimum qualifications for this position include graduation from an accredited University with a degree in political science, business administration, public administration, or a related field and at least five years of experience working in or with county governments, three years of which were in a management capacity or in the capacity of a government affairs specialist. Advocacy experience at the Nevada Legislature is preferred.

Over the past decade NACO has added staff and expertise to serve the diverse and common needs of Nevada's counties. NACO is a respected non-partisan organization that supports Nevada's county governments with advocacy, administration, special programs and training; and coordinates on a wide range of local, state and federal issues that affect counties. Issue areas include but are not limited to: county funding, fiscal management, and authority; public lands and natural resources; public works and transportation; and county human services. NACO provides a coordinated and consistent voice on matters important to all counties. The NACO Executive Director oversees and coordinates these efforts, as well as manages the day-to-day operations of the organization.

*The salary range for the Executive Director position is \$120,000 to \$145,000. NACO contributes to the Public Employees Retirement System (PERS) and pays 100% of employee health benefit premiums. Also, as a governmental organization NACO employees are eligible for the Public Service Loan Forgiveness Program. The position is located in Carson City, Nevada and requires a moderate amount of in and out of state travel. To apply, email a resume, letter of interest and completed [application](#) to [info@nvnaco.org](mailto:info@nvnaco.org) by July 19<sup>th</sup>, 2021. Please include in your letter of interest an explanation of why you would be a good fit for the organization and examples of specific skills and accomplishments that would translate to the Representative Duties listed in the Job Description. NACO is an equal opportunity employer.*

### **ABOUT NACO**

Founded in 1924 the Nevada Association of Counties is a non-profit, non-partisan, quasi-governmental agency whose members are 16 of Nevada's counties. Counties are general purpose governments encompassing both unincorporated and incorporated areas and serving all Nevada residents. NACO has a staff of four including: Executive Director, Deputy Director, Natural Resources Manager, and Office Manager. The NACO office is in the historic Ormsby-Rosser House. The Ormsby-Rosser House was constructed in 1862 and is located 5 blocks from the State Capitol and Legislative Building. More information about NACO can be found at [www.nvnaco.org](http://www.nvnaco.org).



## **JOB DESCRIPTION**

### **NEVADA ASSOCIATION OF COUNTIES**

### **EXECUTIVE DIRECTOR**

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**FLSA Status: Exempt**

**DEFINITION:** The person in this position serves as the Chief Executive Officer of the Nevada Association of Counties (NACO); provides leadership and coordination to and amongst Nevada's county officials and staff, and represents the interests of NACO to the Nevada Legislature, the U.S. Congress, private citizen groups, governmental agencies; and actively manages the affairs and staff of the Association.

**DEFINITION OF POSITION:** This is a single position responsible for the overall management of the services of NACO and the supervision of staff and management of the NACO resources consistent with the administrative and policy direction of the NACO Board. An employee in this position is "at-will", serving at the pleasure of the NACO Board.

**REPRESENTATIVE DUTIES:** The duties listed below are examples of the work typically performed by the NACO Executive Director. The NACO Director may be assigned duties which are not listed below.

1. Is primary staff to a Board of elected county commissioners from 16 of Nevada's 17 counties and at the direction of the Board carries out the mission of the organization: to support, coordinate amongst and advocate for Nevada's county governments.
2. Coordinates with all members and other stakeholders to ensure the organization provides support to and advocacy for members on policy and administrative issues affecting all counties.
3. Functions as legislative advocate for NACO; drafts bills and provides testimony; serves as liaison with the State of Nevada, private groups and other public agencies to promote cooperative legislative programs.
4. Performs public relations activities including representing NACO to the press, at meetings with the public, stakeholders, agencies and before statewide boards to promote NACO concerns and seek mutual cooperation.
5. Oversees the development of proposals for funding grants, and administers grants, contracts and other programs, including the Board for the Fund for Hospital Care to Indigent Persons (IAF).
6. Functions as Human Resources Director for the NACO staff; hires, evaluates, disciplines staff; and administers personnel policies.
7. Oversees services to NACO members; assists counties with management questions; researches statutes and performs policy analysis; coordinates with state agencies to provide new programs; and prepares and presents testimony on behalf of member counties.
8. Performs financial functions: prepares and administers the annual NACO Budget, signs on



- Association checking accounts, verifies accuracy of financial reports, and works with independent auditors to ensure compliance with generally accepted accounting principles.
9. Develops programming and provides direction for the annual NACO conference and other educational events for counties.
  10. Ensures By-laws, resolutions, rules, regulations and orders of the Board are executed.
  11. Administers the preparation of Board meeting agendas, attends Board meetings, makes oral and written presentations to Boards of County Commissioners and to other public and private groups.

**QUALIFICATIONS FOR EMPLOYMENT:**  
**Knowledge, Skill and Ability**

*Extensive Knowledge of:*

- County government structure, services and state legislative process;
- Directing and planning of procedures and establishment of standards to produce results;
- Laws and regulations which pertain to county operations, services and programs;
- Principles of budget preparation and administration;
- Principles and practices of management and supervision; and
- Legal terms and phraseology.

*Ability to:*

- Provide leadership to the members of an association of diverse counties;
- Manage the finances of an association;
- Collaborate and build relationships with those who hold varying political viewpoints;
- Understand complex legal concepts, public policies and programs;
- Interact effectively in a climate of diverse and widely varied interests;
- Think strategically and weigh competing interests and priorities;
- Coordinate diverse activities toward functional goals;
- Manage conflict with diplomacy and grace;
- Interpret and implement policies, procedures and laws;
- Plan, direct and evaluate a diverse professional staff;
- Build and maintain successful working relationships with diverse groups and individuals;
- Act as liaison with other local, state and federal organizations;
- Demonstrate confidentiality when dealing with sensitive matters;
- Develop goals and policies consistent with Board directives;
- Effectively administer projects and operations consistent with Board goals;
- Work effectively under the pressure of deadlines, conflicting demands and emergencies;
- Collect interpret and evaluate narrative and statistical data pertaining to policy and operational matters;
- Project the consequences of proposed actions and select alternatives; and
- Communicate effectively in oral and written form, especially in and for public forums; present findings and recommendations to groups and individuals in an understandable and persuasive manner.



**Special Requirements:** Possession of a valid driver's license or alternative means of travel.

**Experience and Training:** 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 University with a degree in political science, business administration, public administration, or a related field and at least five years of experience working in or with county governments, three years of which were in a management capacity or in the capacity of lobbyist or government affairs specialist.

**Physical and Mental/Intellectual Requirements:** The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination 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 bending, reaching, 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. Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**Working Conditions:** Work is performed under the following conditions: Position functions indoors in an office-type environment where most work is performed at a desk. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.