

White Pine County is Accepting Applications for the Position of County Manager

White Pine County is seeking a full time Appointed County Manager to be the Chief Administrative Officer responsible for Executive, Administrative and Human Resource duties of Government operations. Salary range \$115,000-\$140,498 DOE plus competitive benefit package.

Requires a minimum qualification of a Bachelor's degree in public administration, business administration, human resources or a closely related field; AND eight (8) years of executive experience in providing public administration support services; OR an equivalent combination of education, training and experience.

Competitive benefit package includes: Medical, dental, vision and life insurance, Nevada Retirement Systems retirement plans, holiday, vacation, administrative and sick leave time. White Pine County Employment Applications and a complete job description are available from the White Pine County Personnel Office at 297 Nevada Northern Rail Way, Suite 4, Ely, Nevada 89301 or online at <https://www.whitepinecounty.net/jobs.aspx>.

A completed White Pine County Employment Application, copy of resume including copy of college transcripts, and three (3) letters of professional recommendation must be submitted to the Personnel Office at the above address or by email to efrances@whitepinecountynv.gov by 5:00 PM Friday, October 8, 2021.

White Pine County is an Equal Opportunity Employer. No County mandated vaccination or mask requirements.

White Pine County Job Description

County Manager

Class Title:	County Manager
Reports to:	Board of White Pine County Commissioners
FLSA Status:	Exempt
Represented Status:	Non-Represented
Created:	August 2021
Last Approved	August 11, 2021

1. Position Summary. The county manager is the County's chief administrative officer and reports to the White Pine County Board of County Commissioners (Board). The Board considers and sets policy and the county manager is tasked with implementing these policies. Without limiting specific duties and responsibilities the county manager plans, organizes, coordinates and administers, through management staff, all County operating departments and functions; provides policy guidance, strategic planning and program evaluation to appointed managers; encourages and facilitates consistent improvement in the provision of services to their customers by County staff; fosters cooperative working relationships with the Board of Commissioners, other elected officials of the County, intergovernmental and regulatory agencies, various public and private organizations and County staff; directs, administers and develops human resources; communicates to the public on behalf of the Board of Commissioners. An employee in this position is unclassified and "at-will," serving at the pleasure of 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 and development of County human resources.

3. Essential Functions: *This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.*

A. Assists the Board of County Commissioners in the development of overall goals for the County; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; coordinates with finance director on annual and long-term budgets to achieve goals.

B. Plans, organizes, coordinates and directs, through managers and administrative staff, the work of operational departments, functional areas and programs of the County in accordance with the adopted goals and objectives of the Board of Commissioners; ensures that programs provide mandated services in an effective and efficient manner.

C. Develops, evaluates, and implements administrative policies based on federal and state laws 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.

D. Fosters and facilitates a team management approach for decision making; promotes opportunities for employee involvement in collaborative and participatory problem solving; selects, directs, develops, and evaluates department heads and assigned support staff; administers mentoring or discipline (as may be appropriate) for inadequate performance or improper behavior.

E. Administers the County's human resource management and safety programs including hiring and termination processes, classification and compensation plan maintenance, training processes, benefits negotiations and administration; provides guidance to the County safety committee; provides assistance to department heads/elected officials on employee relations, evaluations, investigations and discipline matters; participates as a member of and provides support to the County's collective bargaining team; oversees and ensures compliance with the County personnel policy and state and federal law.

F. Subject to the limitations of law and Board direction represents the County in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, either directly or through subordinate staff.

G. Selects, oversees and monitors the work of consultants under contract with the County; assigns tasks and authorizes expenditures.

H. Performs or directs the conduct of analytical studies including but not limited to legislation and administrative regulations; reviews findings, evaluates alternatives and prepares or directs the preparation of written or statistical reports and presentations; participates in lobbying efforts as appropriate.

I. Administers the preparation of Board meeting agendas; attends Board 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; represents the County with other government agencies and in meetings with the public; Responds to citizen inquiries and resolves difficult and sensitive complaints; assigns issues to departments for resolution and ensures response in a timely manner.

J. 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.

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

L. 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.

M. Ensures that the Board of County Commissioners and County management is kept informed of County program and financial status and of legal, social and economic issues that may affect County programs and operations.

N. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

4. Qualifications.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Bachelor's degree in public administration, business administration, human resources or a closely related field; AND eight (8) years of executive experience in providing public administration support services; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles, practices and procedures of public administration in a government setting. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management.
- Functions, authority, responsibilities and limitations of an elected Board of Commissioners.
- Human resources including recruitment and selection, pay and compensation plan maintenance, collective bargaining, benefits negotiations, evaluation and discipline, safety programs, supervision and management and federal and state laws pertaining to employment practices.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration. Applicable legal guidelines and standards affecting County government. Social, political, economic, environmental and related issues influencing local government functions and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.
- Principles and techniques of making effective oral presentations.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a wide variety of County programs and services through executive management staff.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.

- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Interpreting, applying and explaining complex laws, codes and regulations. Preparing clear and concise reports, correspondence and other written materials. Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

5. 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.

6. Conditions of Employment

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

2. New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).

3. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and

proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

Employee Signature: _____ Date: _____