



## NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

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**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, federal, state, and local governmental agencies, private stakeholder and citizens groups, and actively manages the business affairs and staff of the Association. This person actively coordinates with the National Association of Counties (NACo) to ensure expertise, resources, and opportunities developed at the national level reach all of Nevada's counties, and Nevada's priorities are considered in the development of national policy.

**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 Chief Executive Officer (CEO). The NACO CEO may be assigned duties which are not listed below.

1. Reports to a Board of elected county commissioners from Nevada's 17 counties and at the direction of the Board carries out the mission of the organization: to encourage county government to provide services that will maximize efficiency and foster public trust in county government.
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 a primary legislative advocate for NACO; drafts bills and bill amendments; provides testimony; serves as liaison with the State of Nevada Executive Branch, other public agencies, associations, and private interest groups 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 interests; seeks cooperation, and makes oral and written presentations to Boards of County Commissioners and to other public and private groups.
5. Oversees the development of proposals for funding grants and administers awarded grants; administers contracts and other Association programs, including administration of the Board for the Fund for Hospital Care to Indigent Persons (IAF).
6. Functions as Human Resources Director for the NACO staff; hires, sets performance objectives, evaluates, and 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 the Association.
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



## NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

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- auditors to ensure compliance with generally accepted accounting principles.
9. Oversees development of programming and provides direction for the planning and production of 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. Oversees the administration of the preparation of NACO Board meeting agendas, and attends NACO Board meetings.
  12. Collaborates and works closely with the National Association of Counties' leadership team to identify additional benefits and opportunities to support the NACO member counties.
  13. Serves on a number of statewide boards and acts the liaison for the counties in this capacity.

### QUALIFICATIONS FOR EMPLOYMENT:

#### Knowledge, Skill and Ability

##### *Extensive Knowledge of:*

- County government structure, services and federal and state legislative processes;
- 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 financial management, budget preparation and administration;
- Principles and practices of organizational management and supervision to NACO staff and outsourced consultants; and
- Legal terms and phraseology.

##### *Ability to:*

- Provide leadership and onboarding opportunities to the members of an association of diverse counties;
- Oversees the management of 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;



## NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

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- Collect, interpret and evaluate narrative and statistical data pertaining to policy and operational matters;
- Projects the consequences of proposed actions and select alternatives;
- Communicates 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; and
- Periodically being accessible to NACO members as well as State or Federal representatives during typical "off" hours.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license or alternative means of travel. The successful candidate must reside in Nevada and is expected to work out of the office located in Carson City, Nevada.

**FLSA STATUS:** Exempt

**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 position; in addition to serving in a management role, experience in the capacity of a lobbyist, government affairs specialist or in the realm of public policy leadership preferred.

**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 are 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



## NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

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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. Participation at meetings and events outside of standard business hours may be required. Frequent in-state travel and periodic out-of-state travel are required for this position, including overnight travel.



**NEVADA ASSOCIATION OF COUNTIES (NACO)**

**2026 EMPLOYMENT APPLICATION**  
**An Equal Opportunity Employer**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone(s) Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you hear about this position?  Job Posting  Referral (by whom?) \_\_\_\_\_

Other (explain) \_\_\_\_\_

If offered employment, when can you be available to begin? \_\_\_\_\_

This position currently requires you to live in Nevada. Do you currently live in Nevada or are you willing to relocate to Nevada?  Yes  No

Have you read the job description?.....  Yes  No

Do you understand the job requirements?.....  Yes  No

Can you perform the requirements of this job with or without reasonable accommodation?.....  Yes  No

After an offer of employment, can you submit verification of your legal right to work in the United States? .....  Yes  No

List other names, if any, you have used. \_\_\_\_\_

**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate?  Yes  No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
Graduate School				

Applicant's Name \_\_\_\_\_

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**LICENSES** (Optional, unless required for the position for which you are now applying.)

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List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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Answer only if position requires.

Do you possess a valid driver's license or alternative means of travel? .....  Yes  No

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

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**OTHER INFORMATION**

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Have you ever been disciplined in your employment related to workplace violence? .....  Yes  No

If yes, please explain.

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Have you ever been employed by NACO? .....  Yes  No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by NACO? .....  Yes  No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

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Applicant's Name \_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide information regarding all paid, military, and volunteer work which may be related to the position for which you are applying. Describe your most recent position first; then list other positions in order held, beginning with the most recent. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.).....  Yes  No

Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_)

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_)

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_)

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_)

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

**ACKNOWLEDGMENTS**

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, please email Amanda at [info@nvnaco.org](mailto:info@nvnaco.org).

\_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

\_\_\_\_\_ This application is the property of NACO and will become part of my personnel file if I am hired.

\_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with NACO. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from NACO constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_