

County Manager

Washoe County – Reno, NV

Apply by May 7, 2019



About the Position

The County Manager is an at-will executive level position reporting to the Board of County Commissioners. Under the administrative direction of the Board of County Commissioners, serves as the Chief Administrative Officer of Washoe County; exercises administrative direction over the appointed County department heads and staff; represents the County on a variety of matters at the State and County level; and performs related work as required.

Experience and Training Requirements

Education equivalent to graduation from an accredited college or university with a Master's Degree in Business Administration, Political Science, Public Administration, Law, Accounting, or a closely related field **and** five years of responsible management experience, preferably in government or public administration; OR an equivalent combination of training and experience.

Ideal Candidate Criteria

- ❖ Possess a strong business sense and financial expertise
- ❖ Lead with integrity and unquestionable ethics supported by a successful career history
- ❖ Promote access, openness, and responsiveness, personally setting the example throughout the organization and community
- ❖ Demonstrate strategic and forward-thinking, blending innovation and creativity with an entrepreneurial style and a true appreciation for the benefits of technology
- ❖ Consistently use superior communication skills and welcome dialogue and debate, often in a public forum
- ❖ Be an accomplished leader, recognizing the role of policy-makers and other elected officials
- ❖ Passionately promote the organization as a strong contributor to economic and community development while dealing with and balancing quality-of-life, business, commerce and tourism issues
- ❖ Possess commitment and dedication to continuous process improvement
- ❖ Embrace and instill a customer-service orientation and "how can we make it happen" approach throughout the organization
- ❖ Contribute on a regional basis in support of the BCC and other elected officials including involvement with statewide and other policy initiatives including pending legislation on a national basis
- ❖ Will have thorough knowledge and understanding of the operations, services and activities of comprehensive county government programs, including emergency management, and the management skills needed to analyze programs, policies and operational needs
- ❖ Will stay abreast of current issues that impact local government, and will develop and maintain effective partnerships with all levels in the organization
- ❖ Be a team-builder with a collaborative management approach and will be a mentor and leader to staff, fostering a high-performance organization

Compensation and Benefits

The annual salary for this position is negotiated commensurate to the selected candidate's professional background and experience. Washoe County also offers an exceptional benefits package which includes:

- ❖ Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each full-time employee
- ❖ Health, dental, life and vision insurance - Washoe County contributes 100% of the premium for each employee. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment. Washoe County contributes up to \$2,000 annually into the employee's Health Savings Account (HSA).
- ❖ Deferred Compensation plans available
- ❖ Vacation Accrual (96 hours per year, increasing with continued employment)
- ❖ Sick Leave (120 hours per year, increasing with continued employment)
- ❖ 11 Paid Holidays
- ❖ Longevity Pay
- ❖ There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- ❖ Nevada does not have state income tax

Strategic Direction and Objectives

Washoe County will be the social, economic and policy leadership force in Nevada and the western United States.



Washoe County Governance and Organization

A five-member Board of County Commissioners (BCC), elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County fulfills major roles including providing services as an administrative arm of the state, and as a regional and community services provider. Washoe County has numerous state-of-the-art, award winning facilities and provides nationally recognized regional and urban services to a diverse population including public safety, criminal justice, community services, and health and human services. Washoe County employs over 2,600 full time employees in 24 departments led by both appointed and elected department heads. The County's annual budget is comprised of 21 governmental funds, and 6 proprietary and internal service funds, with expenditures of approximately \$650 million. Washoe County has a Standard & Poor's rating of AA, and a Moody's rating of Aa2 which indicate a very strong capacity to meet financial commitments.

Mission

Working together regionally to provide and sustain a safe, secure and healthy community

Values

- ❖ **Integrity** - We are dedicated to uncompromising honesty in our dealings with the public and each other in conformance with our code of conduct.
- ❖ **Effective Communication** - We believe in simple, accurate, and clear communication. We encourage the open exchange of ideas and information.
- ❖ **Quality Public Service** - The County exists to serve the public. We put the needs and expectations of citizens at the center of everything we do and take pride in delivering services of the highest quality.

Goals

- ❖ Economic Impacts
- ❖ Employee Engagement/Unified Team
- ❖ Fiscal Sustainability
- ❖ Vulnerable Populations

SELECTION PROCESS

Interested candidates must submit the following application materials:

- ❖ Online application - www.washoecounty.us/humanresources
- ❖ Cover Letter
- ❖ Comprehensive Resume
- ❖ List of Professional References

Please note that this recruitment will be handled in accordance with Nevada's Open Meeting/Public Records Law. Application materials, with certain personal information redacted, will be provided to the Board of County Commissioners for review during public meetings. Application materials will become public record upon the close of the recruitment.

Candidates with professional background and experience most closely related to the Experience and Training Requirements and Ideal Candidate Criteria will move forward in the selection process. Public session interviews with the Board of County Commissioners is tentatively scheduled for the May 28, 2019.

This recruitment will close on May 7, 2019.

If you have questions regarding this position, please contact Indu Moore, Recruiting Analyst, at 775-328-2095 or e-mail to imoore@washoecounty.us.

About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. The County covers an area of 6,600 square miles bordering California and Oregon. Washoe County's pleasant climate spans the full range of the four seasons. A population of approximately 460,000 enjoys an excellent quality of life with abundant recreational activities, arts and cultural amenities, fine dining, and a variety of entertainment options. Known for recreational activities, Washoe County offers world-class ski and golf resorts, 24-hour gaming and entertainment, lakes, fishing, and hiking, all within minutes of the metropolitan area. Diverse lifestyle choices are available in Washoe County. Urban and suburban living is available as are rural options in the vast unincorporated areas. Washoe County's diversified economic base is flourishing with the attraction and expansion of businesses including such major employers as Microsoft Licensing, Apple, Amazon, Tesla Motors and Zulily, adding to the established tourism, hospitality and gaming industries.

