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## CLASS SPECIFICATION

### ASSISTANT TO THE COUNTY MANAGER

#### **DEFINITION**

Under direction, performs a variety of executive-level administrative support for the Office of the County Manager, executive staff, and County Commissioners; acts as informational resource in the region for the Office of the County Manager; manages all logistical, confidential, fiscal, and administrative operations of the County Manager's Office and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, business administration, political science, or a closely related field AND five years of full-time office management experience which included supervision of professional level staff, budget administration, program administration, strategic planning and assessing organizational performance; OR an equivalent combination of education and/or experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position specific to the Manager's Office, that provides a variety of office management duties and administrative and fiscal services to the County Manager, executive staff, and County Commissioners.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over support staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Serve as primary administrative and staff support for the County Manager, the executive staff, and County Commissioners by performing a wide variety of specialized office management, administrative, and fiscal support assignments to maintain the efficient operation of the Office of the County Manager.

Serve as primary resource for information about policies, programs, functions, and procedures; receive office visitors and telephone calls; provide comprehensive information, resolve complaints, interpret policies and procedures; interface with the public on behalf of staff members; participate in various committees and boards; represent the Commissioners, County Manager, and executive staff, interfacing with County elected and appointed department heads, other officials and the general public concerning protocol, policies, and procedures.

Supervise assigned staff, which includes staff selection, assigning, scheduling, and reviewing work; providing training in proper work methods and procedures, performance evaluation, coaching, and mentoring; providing professional development; and implementing discipline and conflict resolution procedures when necessary.

Plan, organize, evaluate, and manage the special programs within the administrative division such as Board of County Commissioner meetings and County Manager Advisory Council.

Develop, coordinate, and administer county-wide special projects or programs in alignment with organizational

initiatives.

Research and prepare documents for the County Manager and executive staff responding to constituents' complaints or requests; perform special projects and write summary reports as requested.

Coordinate documents requiring the County Manager's signature. Ensure proper and timely handling of confidential and official materials and documents.

Plan, organize, coordinate, direct and/or conduct administrative and/or management studies to include research and analysis on administrative, fiscal, and operational issues; provide direction and insight on policy and procedure amendments, discuss findings, prepare reports of studies; oversee and assist in recommendation implementation.

Direct and oversee the preparation of the agendas for Commission meetings (including certain agenda items for the County Manager's Office); review material to determine that it is correctly prepared for public presentation; guide revisions/rewrites to agenda items to ensure compliance with Nevada Open Meeting Law. Coordinate with all department representatives on the revision and approval process.

Manage the scheduling of items and content within staff reports; ensure public and staff presentations to the Commission are accurate and comprehensible, coordinate and consult with Commissioners and District Attorney staff on the Board of County Commissioner agenda.

Prepare public notices for County Commissioners' meetings and workshops, maintaining awareness of events and meetings that require compliance with Open Meeting guidelines.

Coordinate with the Commissioner Support team to effectively deliver administrative support services for County Commissioners.

Administer, develop, and monitor the Manager's Office budget/expenditures during the fiscal year, working directly with the Fiscal Compliance Officer to maintain and track a variety of fiscal and budget control documents and reports. Formulate and provide continuous review and control to ensure funds are spent in compliance with laws, guidance, and directives. Coordinate payroll functions for divisions of the County Manager's Office, including Commissioners, to ensure financial integrity.

Perform the full range of duties involved in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; ensure work is performed in compliance with contracts and agreements.

Confer with the County Manager/Commissioners on administrative problems and procedures, including participation in strategic and long-term planning and establishing goals; evaluating office operations, reviewing work methods and procedures; developing changes to work processes, workflow, process improvement and/or equipment used; making recommendations for resolution to ensure efficient operations.

Prepare correspondence, informational materials, reports, standard and master documents; maintain a variety of files and records (computerized and manual), updating files and databases and generating computer reports as necessary for effective operations; assist in designing and producing technical information; copy, disseminate, and post documents and information as appropriate for public and internal use per federal, state, and local laws, County Codes, policies, and regulations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance Level** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

Organizational structure of Washoe County.

Nevada Revised Statutes (NRS), County Code, ordinances, policies, and procedures related to the responsibilities, functions, and operations of the Washoe County Commission and Office of the County Manager.

Countywide personnel policies.

Terms and acronyms commonly used in assigned functions.

Computer hardware and software specific to the area of assignment.

**Ability to:**

Select, supervise, and evaluate the performance of assigned staff.

Understand the organization and operation of the County and outside agencies/entities as necessary to assume assigned responsibilities.

Plan, coordinate, and direct the County Manager's Office operations.

Understand and assist in shaping and materializing the strategic plan through analyzing business practices and analytical models.

Provide information, answer questions, and make recommendations for action professionally and courteously.

Recognize work methods and procedures that promote a safe working environment for employees and others and train staff in the same.

Prepare agendas for County Commissioners' meetings in compliance with Nevada Open Meeting Law.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

**Knowledge of:**

Activities and services which are provided by the local county government.

Office management and administrative practices, techniques, and methods.

Accounting principles and procedures, including budget development and control.

Methods and techniques of data collection and report preparation.

Modern office practices, methods, and equipment, including Microsoft Office Suite and other software programs.

Principles and practices of general management, supervision, and training.

Principles and practices of strategic planning and program management.

**Ability to:**

Coordinate assigned services and activities with outside agencies, organizations, individuals, internal departments, divisions, and County staff.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend, and implement operational alternatives.

Exercise sound decision-making in an independent, decisive, and time-sensitive manner.

Conduct independent research and analysis.

Read, interpret, apply, and explain pertinent laws, ordinances, regulations, and standards, including administrative and departmental policies and procedures.

Work with initiative and independence, exercising good judgment within the scope of authority.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Produce well-written documents using proper business writing format, proper sentence construction, punctuation, and grammar.

Operate a full range of modern office equipment and use various software.

Address regional concerns from and interface with a wide variety of people, including those who may be irate and hostile, answering questions, responding to inquiries, and aiding on behalf of the County Commission and County Manager.

Effectively manage sensitive and/or confidential information diplomatically and tactfully.

Establish, foster, and maintain effective and collaborative working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment, including computers, telephones, calculators, copiers, and fax machines. Ability to attend evening meetings and work occasional weekends.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*