



CLASS SPECIFICATION

Class Code: 9303
Date Est: 07/1975
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Last Title Chg:
FLSA: exempt

COUNTY MANAGER

DEFINITION

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.

LICENSE OR CERTIFICATE

A valid Nevada Driver's license is required at the time of appointment.

SUPERVISION EXERCISED

This is the top appointed executive classification in the County, exercising full supervisory and management direction for the general administration of the County.

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

Prepare agendas for meetings of the Board of County Commissioners and sit with the Board at meetings.

Prepare and develop reports on a variety of subjects for the Board and the public.

Direct and supervise appointed department heads in the conduct of public business.

Responsible for the development, review and implementation of the Washoe County budget, using staff assistance to complete the budget process.

Develop and prepare a variety of correspondence concerning the business of the County.

Represent the County and the Board of County Commissioners with various legislative bodies, including city councils and the state legislature.

Represent the County before professional, industrial and civic groups, explaining policies and goals to public, elected officials and other governmental agencies.

Provide information to the media.

Implement the policies of the Board of County Commissioners in administering County business and developing policies and programs.

Meet with department heads and a variety of public officials.

Establish, revise, review and communicate Department policies.

Review countywide policies for potential impact and disseminate information to the appropriate parties.

Clarify technical issues, reporting requirements and compliance issues for County management and staff.

Assist the Board of County Commissioners in determining County strategic plans and annual goals and objectives.

Direct and administer staff in monitoring progress in meeting established goals, revising goals and objectives when necessary and communicating goals and progress to staff, Commissioners and the public.

Evaluate operational performance, review work methods and procedures and develop and implement changes in work processes to enhance efficiency.

Supervise staff engaged in researching, establishing, reviewing and revising appropriate management control functions.

Prepare Department budget recommendations and monitor expenditure control during the fiscal year, justifying and approving expenditures for purchasing and staff travel, including approval of purchase orders and requisitions.

Evaluate program activity reports and the status of program workloads, assessing program accomplishments and needs.

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

Knowledge of:

Departmental/division policies and procedures.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination and EEO.

Computer software specific to the department/division.

State laws and regulations relating to the functions of County government.

Ability to:

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Plan, and coordinate the County's visioning and strategic planning process.

Provide effective leadership to a large, diverse organization.

Plan, coordinate and direct the operations of Washoe County.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Interpret federal, state and local regulations and statutes.

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

Knowledge of:

Principles and practices of management and supervision.

Principles of budget preparation and generally accepted fiscal accounting.

Government accounting principles.

Reporting and disclosure requirements of government entities.

General functions and services provided by County government.

Ability to:

Interpret, understand and apply technical reports, statutes, rules and regulations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop and implement recommendations regarding work procedures and cost effective services.

Interpret fiscal and accounting procedures and insure conformity to appropriate standards.

Communicate effectively both orally and in writing.

Maintain cooperative working relationships with Commissioners, elected and appointed department heads, division staff, public and representatives of other agencies and departments.

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

Ability to sit for extended periods. Ability to frequently stand, and walk. Ability to lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to use office equipment including computers, copiers, and telephones. Work is performed in an office environment. Regular contact with other staff and the public.

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