



# Job Announcement

## POSITION

### Assistant County Manager

#### SALARY RANGE

**\$242,382.40 - \$339,331.20**

#### LOCATION

**Reno, NV**

Under administrative direction of the County Manager, the Assistant County Manager provides organizational leadership, executive oversight, direction, and supervision to an assigned group of departments; serves as a liaison to elected department heads and officials; represents the County in dealings with public officials from other jurisdictions, representatives of non-profit and private industry and members of the general public; and performs related duties as required.

#### About the Position

The Assistant County Manager implements policies, as directed by the Board of County Commissioners and the County Manager, and monitors assigned departments to ensure the efficient delivery of services, consistency with County practices and adherence to the County's long-range plan. The individual in this position will:

Manage special projects and assignments, including those involving politically sensitive and/or complex issues on behalf of the County Manager; assist in the administration and coordination of county programs and activities as requested by the County Manager and/or Board of County Commissioners; serve as key member of the County's executive leadership team.

Counsel department heads and supervisory staff regarding operational and management concerns; develop and recommend alternate solutions.

Provide support to department heads, and elected officials, in their efforts to plan, direct, implement, and attain department strategic goals and objectives toward the achievement of the Board's strategic priorities and goals in their respective departments

Supervise department heads, which includes establishing performance standards, evaluating performance by linking accomplishments to the County's long-range plan, reviewing the efficiency of operations, administering discipline, and making hiring recommendations to the County Manager and the Board of County Commissioners.



QUALITY  
PUBLIC SERVICE



INTEGRITY



EFFECTIVE  
COMMUNICATION



## Assistant County Manager

### About the Office of the County Manager

Our mission is to create a safe, healthy, and thriving community. From implementing the Board's policy direction to preparing for emergencies, the County Manager and their team are dedicated to making Washoe County a better place to live, work, and play. Whether it's keeping you informed, improving services, or addressing critical issues, we're here to support you and our community every step of the way.

This includes Organization and Strategic Direction. Washoe County's Strategic Plan reflects the most important work for the County in the year to come and sets a roadmap for the future.

Programs in the Office of the County Manager include:

Administration, Behavioral Health, Commissioner Support, Communications, Community Reinvestment, Emergency Management, Finance – Budget, Government Affairs, Internal Audit, Security Administration and Sustainability.

To learn more about the Office of the County Manager, please visit their website.



### Required Education and Experience

Five years of management experience in the public sector AND a master's degree from an accredited college or university in public administration, business administration; or a law degree, or a closely related field; OR an equivalent combination of education, training and experience.



# Assistant County Manager

## Ideal Candidate Criteria

**Leadership and Management:** Proven ability to lead and motivate diverse teams, delegate effectively, and manage multiple complex projects simultaneously. Adept at representing Washoe County's policies and values in community settings. Model leadership techniques that support Washoe County's commitment to excellence and a positive workplace culture.

**Communication:** Exceptional written and verbal communication skills, including the ability to present information for maximum impact to a variety of audiences (elected officials, civic groups, state legislature, the general public) in support of solving regionally complex issues.

**Problem-Solving & Analysis:** Strong analytical, critical-thinking, and problem-solving skills to interpret complex data, identify problems, and develop evidence-based solutions.

**Interpersonal & Collaborative:** Ability to build consensus and establish effective, professional working relationships with internal departments, external partners, community stakeholders, and elected officials.

**Ethics & Integrity:** Highest level of ethical values, integrity, and professionalism in all relationships, maintaining credibility as a representative of the county.

**Adaptability:** High tolerance for ambiguity and change, with the ability to function in a fast-paced environment and maintain composure in difficult situations.

**Personal Attributes:** A demonstrated passion for public service focused on improving the lives of residents.

An innovative, solutions-oriented, and approachable professional leader.

## License or Certificate

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

## To Be Considered

Submit the required application at: <https://www.governmentjobs.com/careers/washoecounty>

In addition to the application, the following documents must be included with the application before the filing deadline in order to be considered:

- Compelling cover letter
- Comprehensive resume which includes how the applicant meets the Ideal Candidate criteria
- Three professional references



# Assistant County Manager

## Compensation & Benefits

The annual salary range for this position is \$242,382.40 - \$339,331.20. 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. Coverage includes medical, dental, vision, and life insurance. 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 30 days of employment. Washoe County contributes up to \$2,500 annually into the employee's Health Savings Account (HSA).
- Vacation Accrual (120 hours per year, increasing with continued employment)
- Deferred Compensation plans available
- 12 Paid Holidays
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017-2026 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax\*

Washoe County requires its employees to reside in the state of Nevada or neighboring California communities such as Truckee, South Lake Tahoe or Susanville as of their first day of work. Washoe County hires at the lower end of the range, but considers experience in determining the appropriate salary. This is an Unclassified Management position which serves at the pleasure of the County Manager.

## EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment. Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.



# Assistant County Manager

## 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. The County seat is the City of Reno, the fourth largest city in Nevada. Reno boasts a bustling downtown, diverse neighborhoods, Nevada's flagship state university, and a top-ranked international airport. Nearby are the City of Sparks, the state's fifth largest city, and Incline Village at Lake Tahoe. The County's population of approximately 496,000 citizens is split with nearly half residing in the incorporated City of Reno, one quarter in Sparks and one quarter in the unincorporated areas. Residents and visitors enjoy the pleasant climate, abundant recreational activities, arts, entertainment, professional sports, and cultural events.

## Washoe County Governance & Organization

A five-member Board of County Commissioners, elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County provides services as an administrative arm of the state, as well as a variety of regional and community services. The County has twenty-four departments managed by appointed department heads and seven led by elected officials.

Our organization employs over 3,000 people dedicated to serving the citizens of Washoe County.

## Tentative Timeline

### January 21, 2026 – February 13, 2026

Applications Accepted

### Week of February 16, 2026

Screening Committee reviews candidate materials to identify candidates with the most potential for success in the position to be invited to interview

### Week of February 23, 2026

Candidates notified of their status in the process

### Week of February 23, 2026

Background conducted on top candidates

### Week of March 2, 2026

First round of interviews and final candidate(s) interview with County Manager

### Proposed Start Date:

March 23, 2026

### Questions?

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