

LYON COUNTY CLASS SPECIFICATION

COUNTY MANAGER

DEFINITION: Under policy direction of the Board of Commissioners, acts as chief administrative office of the County responsible for managing the overall operations and administration of the County government and Board governed special Districts; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: This is a single position class responsible to the Board of Commissioners for managing the implementation of Commission policies and administrative direction, and for direction of County management staff and of County resources. The employee in this class is an unclassified, "at-will" employee serving at the pleasure of the County. *The full scope of duties of the County Manager are defined in Section 1.07 of the County Code.*

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those which are **least** likely to be essential functions for any single position in this class.

1. Develops, evaluates and implements administrative policies and procedures to meet Commission goals and objectives; supervises the performance of County departments under the jurisdiction of the County Commission; directs the establishment of standards, goals and objectives and evaluates the performance of departments; coordinates the activities of the various County departments to ensure timely, efficient and effective delivery of programs and services.
2. Selects, directs and evaluates appointed department heads and other staff; develops, and evaluates staff; develops and implements training programs to enhance the capabilities of staff and improve the delivery of services; instructs and trains staff; hears, responds to and resolves employee problems, concerns complaints, and grievances; administers discipline.
3. Negotiates and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Commission direction; administers and enforces agreements.
4. In conjunction with the County Comptroller, develop procedures for preparation of budgets, develops operating and capital budget estimates and targets to guide departments and recommends budgets and staffing level to the Commission; estimates budget needs; reviews and comments on justifications for funding requests; establishes budget control systems; monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures.
5. Analyzes proposals and develops recommendations to the Board of Commissioners regarding policies and programs, analyzes information pertaining to County services and

operations, including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community and the Board of Commissioners

6. Administers the preparation of Commission meeting agendas; attends Commission meetings; makes oral and written presentations to the Board of Commissioners and to other public and private groups; provides information to the news media and the public regarding County operations; represents the County with other government agencies and in meetings with the public.
7. Implements the Commission's legislative advocacy program; analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Commission regarding departmental legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
8. Provides direction and support to staff including advice and consultation to the members of the Board of Commissioners; investigates and resolves complaints and concerns regarding County programs, services and facilities; acts as liaison with cities, other counties, and with regional, state and federal agencies on a broad range of matters.
9. Directs the purchasing of supplies, materials and equipment; administers all public buildings and property under the jurisdiction of the Commission; supervises all support services such as data processing, duplication, central services, communications and other ancillary services.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability:

Knowledge of principles and practices of management organization and supervision; principles of public budget preparation and administration; principles of public personnel administration and employee relations; laws and regulations which pertain to County operations, services, and programs.

Ability to develop policies and goals consistent with Commission directives; effectively administer projects and operations consistent with County policies and goals; supervise staff; plan direct and evaluate the work of staff; work effectively under the pressure of deadlines, conflicting demands, and emergencies; establish and maintain effective working relationships with all levels of County staff, elective and appointive bodies, and members of the general public; gain cooperation through discussion and persuasion; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal, and operation matters; analyze policies, regulations projects, activities, and methods; select alternatives, project the consequences of

proposed actions, implement

LYON COUNTY
Class Specification, Page 3

County Manager

administrative policies and work programs consistent with regulations and with County policies and goals; understand, interpret, and apply laws and regulations; present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; communicate effectively in writing on matters related to department policies, funding, and operations.

Special Requirements: Possession of a driver's license or alternate means of travel.

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:

Bachelors Degree in business or public administration and at least five years of county or other public agency administrative experience including responsibility for management of staff and programs.

PHYSICAL DEMANDS

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; strength and stamina to drive long distances and to perform occasional light lifting, reaching, and bending, and for long periods of standing.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events; frequent work days lasting eight to fourteen hours.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

FLSA Status: Exempt
Job Grade - Management