



## CLASS SPECIFICATION

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Last Title Change:  
FLSA: Exempt

### ASSISTANT COUNTY MANAGER

#### **DEFINITION**

Under administrative direction of the 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 private industry and members of the general public; and performs related duties as required.

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

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

#### **LICENSE OR CERTIFICATE**

None

#### **SUPERVISION EXERCISED**

Exercises direct supervision over support staff and assigned department heads.

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

Implement 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.

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, both elected and appointed, 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.

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.

Review department budgets and make recommendations to align with strategic plans, and annual goals and objectives of the County.

Facilitate administrative changes to policies and procedures to improve operations, standardize procedures, and ensure compliance with technical standards and legal requirements.

Represent the County in meetings with representatives from other jurisdictions, private industry, and members of the public to resolve problems, negotiate agreements and study potential changes which impact the County.

Confer with federal, state, County, and local officials and agencies, and members of the public to discuss and resolve issues concerning departmental work plans, policies, projects, and issues.

Research and analyze data, monitor, and track progress on projects and programs, compile reports, make recommendations and present findings to the County Manager, the Board of County Commissioners, and other jurisdictions.

Monitor and review community trends and topics that may become emergent needs of the community; plan for future strategic objectives necessary to position the County appropriately.

Respond to citizen complaints directly, by gathering pertinent information and input for possible solutions, or referring to appropriate staff for corrective action.

Develop strategy and provide information for media inquiries and public facing information.

Analyze existing and proposed legislation and provide guidance and recommendations to County management; advocate or coordinate the County's position on legislative matters before state and federal agencies and community groups.

Assist the County Manager in developing close coordination between staff and the Board of County Commissioners.

Act with full authority as Acting County Manager in the absence of the County Manager.

Serve as the Director of the Regional Emergency Operations Center during incidents, emergencies, and exercises.

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:**

Federal, state and local laws, statutes, regulations, policies and procedures pertaining to the operations of Washoe County.

Organizational structure of Washoe County government, departments, services, and functions.

Specific services, functions, and operations of assigned departments.

Community organizations, citizen groups, local government agencies, and various internal and external stakeholders to Washoe County.

Computer software and management information systems specific to the work of the department/division.

### **Ability to:**

Plan, coordinate, and direct the operations of the Washoe County to accomplish established goals and maximize efficiency.

Monitor and ensure the County's compliance with federal, state, and local laws and regulations, and recommend best practices; review and modify policies and practices to maintain compliance.

Evaluate sensitive organizational issues, needs, and concerns specific to Washoe County; develop sound conclusions, and make effective decisions and/or recommendations.

**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, supervision and organizational theory.

Principles and practices of program planning, implementation, and administration.

Principles and practices of public administration; including budgeting, staffing, and organization.

Strategic leadership to include long range operational planning, resource management, and the execution of strategic goals and objectives.

Methods and techniques of conflict resolution and advanced problem-solving techniques.

Local government operations, organization, functions, and practices.

**Ability to:**

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

Effectively lead, inspire, and motivate high level professionals in support of organizational objectives.

Liaise between departments or other groups to improve function or communication.

Analyze problems related to complex issues, engage in data driven decision making, identify and develop innovative and creative solutions, project consequences of proposed actions, and implement recommendations in support of organizational objectives.

Develop comprehensive reports, correspondence, and other written documentation.

Deliver effective written and verbal presentations to the Board, other agencies, staff, and the public.

Interpret and apply the provisions of laws, codes, and complex legal documents.

Exercise high degree of independent judgment, diplomacy, and tact.

Communicate effectively, orally, and in writing.

Maintain composure and objectivity in adverse situations.

Build consensus; establish and maintain trust and confidence with both internal and external stakeholders.

As an executive leader of the County, serve with high standards of ethical conduct and integrity in all public, professional, and personal relationships with a goal of maintaining the respect of elected and appointed officials, employees, and the public.

Maintain effective working relationships with department heads, staff, elected officials, employees, community stakeholders and partners, and all those contacted in the course of work.

Effectively represent Washoe County to department heads, staff, elected officials, employees and all those contacted in the course of work.

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

May be required to attend meetings outside of normal working hours.

Ability to work in a standard office environment; ability to operate office equipment including computers, telephones, calculators, copiers, and FAX machines; sufficient hearing and speech to communicate in person or over the telephone.

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