



JOB DESCRIPTION

JOB TITLE: Assistant to the County Manager

JOB CODE: 1320

DEPARTMENT: County Manager

FLSA STATUS: Exempt

REPORTS TO: County Manager

SUMMARY OF JOB PURPOSE

Provides analytical, technical and professional support to meet the demands and responsibilities of the County Manager's Office.

ESSENTIAL FUNCTIONS

1. Coordinates and facilitates special purpose workgroups; interfaces with other departments and outside agencies in exchanging information, responding to requests, coordinating activities/projects and responding as required.
2. Attends and/or responds to questions at Board of County Commissioner's meetings, meetings of advisory boards, and other committees as needed, including evening and weekend meetings; prepares staff reports and presents items before the Board of County Commissioners, and to other boards; presents other information as necessary.
3. Researches public and/or employee requests and responds as appropriate; responds to citizen and community needs, complaints and conflicts as needed; acts as a liaison with Federal and regional agencies, such as Bureau of Land Management, U.S. Forest Service, and TRPA.
4. May assist in the coordination, preparation, and implementation of grant applications. Seeks opportunities to leverage funds and develop successful working relationships with granting agencies and other entities.
5. May serve as part of the County's legislative team, including preparing and presenting information before the Legislature and legislative committees, subcommittees and/or technical groups at the State and Federal levels; coordinates departmental responses to fiscal note requests from the State.
6. Represents the County Manager's Office with other departments, community and civic organizations; represents Douglas County and the Board of County Commissioners at various regional and area meetings, including serving as a liaison with towns and general improvement districts.
7. Reviews and researches policy, procedures and/or legal issues and formulates policies, procedures and directives for implementation; administers County franchise agreements such as cable television and trash disposal services.
8. Develops and manages portions of the County's website, public relations and community information programs; develops promotional materials and programs for the public and interfaces with the press.
9. Analyzes department program needs, prepares fiscal impact statements, conducts special studies, reviews revenue and expenditure trends, researches, analyzes and prepares reports with recommendations for appropriate action; works with limited direction on projects.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Business, Finance, Public Administration, or other related degree, and a minimum of five (5) years experience in the public sector or government experience, preferably in a management role. MPA preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, individuals, legislators, advisory committees and Board of Commissioners, both in writing and verbally.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada laws relating to budgeting and government administration preferred. Understanding of governmental fund accounting. Ability to analyze data, prepare accurate information and statistical reports; analyze and provide information related to departmental, community, other governmental units and legislative proposals; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for expended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; may travel to various meeting locations within the community.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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