



## JOB DESCRIPTION

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**JOB TITLE: Genoa Town Manager**

**JOB CODE: 2130**

**DEPARTMENT: Town of Genoa**

**FLSA STATUS: Exempt**

**REPORTS TO: Town Board**

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### **SUMMARY OF JOB PURPOSE**

Directs and coordinates administration of town government and coordination of town events in accordance with policies determined by the Town Board by performing the following duties:

### **ESSENTIAL FUNCTIONS**

1. Represents the Town of Genoa, welcoming the many visitors and residents that frequent the town offices and other facilities.
2. Serves as the primary coordinator of Town sponsored events including Candy Dance.
3. Prepares, posts, and distributes the meeting agendas in accordance with Nevada's Open Meeting Law. Upon advice of the Douglas County District Attorney, assures Town compliance with said Law. Participates in the Town Advisory Board meetings, providing input, taking actions, and implementing directions from the Board. Ensures accurate meeting minutes are recorded and transcribed as necessary.
4. Works with volunteer committees, other agencies, local businesses, and vendors for the success of Town event events.
5. Takes and responds to citizen inquiries as it relates to operational and policy issues.
6. Promotes the Town of Genoa and their events at meetings and through the media.
7. Reviews, coordinates, and revises the Town's Policies and Procedures Manual annually, in conjunction with the Town Advisory Board.
8. Oversees and may be required to complete all office functions to include correspondence, mail, purchase orders, bids, invoices, claims, and payroll reports in a proper and timely manner.
9. Manages the renting/leasing of Genoa Town Property, including the park, church, Town Hall, Old Fire House, meeting room, and kitchen to include the opening and closing of facilities outside of normal office hours.
10. Oversees and reports all revenues and expenses including postings and deposits, and maintaining accurate records. Maintains accurate fiscal records, retaining all receipts. Prepares billings, follows up on delinquent payments, and may represent Genoa in Small Claim Court as necessary.
11. Assists with the preparation and maintenance of the Town budget and budget augmentations in accordance with direction from the Town Board. Ensures the management of Town affairs is within budget. Reports regularly to the Town Advisory Board regarding the status of the budget and Town finances in general.

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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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12. Develops reports and documents as required to assure management visibility of all budgetary entities, and to provide adequate visibility to the Board and to the community.
13. Maintain a working knowledge of the Town's development criteria, County Code, Nevada Revised Statutes, and provides accurate information to the public and the Town Board. Performs necessary research and/or analysis of an agenda.
14. Acts as a liaison between the Town Board and various Douglas County departments (such as Douglas County Commissioners, Comptroller's office, NDOT, GGBA, Chamber of Commerce), and outside agencies and/or other required committees, and reports all relative actions to the Board. Promotes a good working relationship with the Douglas County offices and representatives.
15. Coordinates proper maintenance of all Town property and equipment. Develops contracts and coordinates bids for maintenance contracts as required to assure proper and adequate maintenance of all Town roads, property and equipment.
16. Performs other related duties as assigned.

### TIME ALLOCATION

The percentage of time expected to be occupied by each of the major job function areas is as follows:

- Coordination of Town sponsored events including Candy Dance – 50%
- Preparation, participation, and follow-up from Town Board Meetings – 25%
- Overseeing office and maintenance functions, and staffing the office – 10%
- Managing the facilities, budget oversight, responding to inquiries, attending meetings, promoting the Town and its facilities –15%

### SUPERVISORY RESPONSIBILITIES

Directly supervises any Town employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing and training the employee; planning, assigning, and directing work; appraising performance; rewarding and disciplining the employee; addressing complaints and resolving problems.

### 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

Associate's degree or equivalent from two-year college or technical school, or five (5) years related experience and/or training; or an equivalent combination of education and experience in a management/project management position.

Must be computer literate, with experience in word processing and spreadsheet software. Working knowledge of the internet as an informational and communication tool. Knowledge of web site design and maintenance preferred.

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Must possess leadership and team building skills, as well as decisiveness, compassion and empathy.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as the Nevada Open Meeting Law, policies and procedures, technical reports, safety rules, and operating and maintenance instructions; write routine reports and correspondence clearly and concisely; speak effectively before groups of customers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of administrative principles and practices of municipal budget development, administration and accountability, including goal setting, program development, implementation, and evaluation, principles, practices, and procedures of public administration in a town setting; functions, services, and funding sources of a local government; functions, authority, responsibilities, and limitations of an elected Town Board; applicable Federal and State laws, codes, ordinances, and regulations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid driver's license, with an acceptable driving record.

#### **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 talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

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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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