ASSISTANT TO THE COUNTY MANAGER

**DEFINITION**

Under direction, performs a variety of office management, administrative and fiscal services for the County Manager and County Commission; acts as informational resource for the County Manager's Office; and performs related work as required.

**EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, business administration, office administration, political science or a closely related field AND three years of full-time experience providing executive level administrative support to include two years in a supervisory capacity and advanced use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum); OR an equivalent combination of education and/or experience.

**LICENSE OR CERTIFICATE**

None

**DISTINGUISHING CHARACTERISTICS**

This is a single position class that provides a variety of office management duties, administrative and fiscal services to the County Manager and County Commission.

**SUPERVISION EXERCISED**

Exercises direct supervision over support staff.

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

Serve as primary administrative and staff support for the County Manager and County Commissioners by performing a wide variety of specialized office management, administrative and fiscal support assignments to maintain the efficient operation of the County Manager’s Office.

Serve as primary resource for information about policies, programs, functions and procedures; receive office visitors and telephone calls, provide comprehensive information, resolve complaints, interpret policies and procedures; interface with the public on behalf of staff members; represent the Commissioners and County Manager, interfacing with County elected and appointed department heads, other officials and the general public with regard to protocol, policies and procedures.

Supervise assigned staff, which includes staff selection, assigning, scheduling and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Prepare agendas for Commission meetings (including certain agenda items for the County Manager's Office); review material to determine that it is properly prepared for public presentation; provide others with advice on revisions/rewrites to agenda items to assure compliance with Nevada Open Meeting Law.
Prepare public notices for County Commissioners’ meetings and workshops, maintaining awareness of events and meetings that require compliance with Open Meeting guidelines.

Administer and monitor budget/expenditures during the fiscal year, maintaining and tracking a variety of fiscal and budget control documents and reports; coordinate payroll functions for divisions of the County Manager’s Office, including Commissioners, to ensure financial integrity for the Manager’s Office.

Research and prepare documents for Commissioners and Manager in response to constituents’ complaints or requests; perform special projects and write summary reports as requested.

Confer with the County Manager/Commissioners on administrative problems and procedures, including participation in long term planning and establishing goals; evaluating office operations, reviewing work methods and procedures; developing changes to work processes, work flow and/or equipment used; making recommendations for resolution to ensure efficient operations.

Prepare correspondence, informational materials and documents; maintain a variety of files and records (computerized and manual), updating files and databases and generating computer reports as necessary for effective operations.

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** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Organizational structure of Washoe County.

Nevada Revised Statutes (NRS), County Code, ordinances, policies and procedures related to the responsibilities, functions and operations of the Washoe County Commission and Office of the County Manager.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination and EEO.

Terms and acronyms commonly used in assigned function.

Computer hardware and software specific to the area of assignment.

**Ability to:**
Select, supervise and evaluate the performance of assigned staff.

Understand the organization and operation of the County and outside agencies/entities as necessary to assume assigned responsibilities.

Plan, coordinate and direct the operations of the County Manager's Office.

Provide information, answer questions and make recommendations for action in a manner that does not intimidate or provoke others.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

Prepare agendas for County Commissioners’ meetings in compliance with Nevada Open Meeting Law.
Access and operate departmental office equipment, including personal computers and software.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Activities and services provided by local county government.

Accounting principles and practices, including budget development and control.

Methods and techniques of data collection and report preparation.

Modern office practices, methods, and equipment, including personal computers and software applications.

Principles and practices of general management, supervision and training.

**Ability to:**
Coordinate assigned services and activities with outside agencies, organizations, individuals, internal departments, divisions and County staff.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend and implement operational alternatives.

Conduct independent research and analysis.

Read, interpret, apply and explain pertinent laws, ordinances, regulations and standards, including administrative and departmental policies and procedures.

Work with initiative and independence, exercising good judgment within the scope of authority.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Operate a full range of modern office equipment and use a variety of word processing and record keeping software applications.

Address concerns from and interface with a wide variety of people, including those who may be irate and hostile, answering questions, responding to inquiries and providing assistance on behalf of the County Commission and County Manager.

Establish, foster and maintain effective and collaborative working relationships with those contacted in the course of work.

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

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to attend evening meetings and work occasional weekends.

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