



Storey County Board of County Commissioners Agenda Action Report

Meeting date: August 15, 2017

Estimate of time required: 20 min.

Agenda: Consent ☐ Regular agenda ☒ Public hearing required ☐

1. **Title:** Discussion only, no action. Workshop on revising the County Manager's job description and discussion on possible alternatives including approving an ordinances, enacting county policies, or using a contract.

2. **Recommended motion:** No motion required.

3. **Prepared by:** Prepared for Marshall McBride, Chair, by Robert Morris, outside counsel.

Department: County Commissioners

Tel: 847-0968

4. **Staff summary:** At the request of the board chair, legal staff has been working on revisions to the county manager's job description. NRS 244.135 states, "The county manager shall perform such administrative functions of the county government as may be required by the board of county commissioners." There is no specific requirement in the law about how the county manager's job is described and counties in Nevada have used different methods such as putting the job requirements in an ordinance, setting out the job by policy, or using a contract to set out the county manager's duties. Storey County currently has a job description for the county manager position. This item will allow discussion by the board on how it may want to make changes to way the board sets out the county manager's duties. The board will not consider the current county manager's job performance in connection with this agenda item.

5. **Supporting materials:** Existing and revised county manager job descriptions.

6. **Fiscal impact:** None

7. **Legal review required:** No _____ District Attorney

8. **Reviewed by:**

_____ Department Head

Department Name: Commissioner's Office

_____ County Manager

Other agency review: _____

9. **Board action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

Agenda Item No.

Storey County Job Description

County Manager

Class Title: County Manager
Reports to: Board of Storey County Commissioners
FLSA Status: Exempt
Represented Status: Non-Represented
Created: March 2007
Last Revised Draft 07/27/2017

1. JOB SUMMARY

The county manager is the county's chief administrative officer and reports to the Storey County Board of County Commissioners (board). The board considers and sets policy and the county manager is tasked with implementing these policies. Without limiting the specific duties and responsibilities that the county manager may be assigned by the board, the broad activity areas for measured achievement are:

- A. Executive leadership
- B. Managerial and organizational effectiveness
- C. Financial planning
- D. Human resource development
- E. Public service and communication
- F. Economic development in the county
- G. Emergency management

DEFINITION: Plans, directs, manages, and oversees the activities and operations of the County. Performs high-level administrative, technical, and professional work in directing and supervising the administration of County government. Receives broad policy guidance from the Board of County Commissioners.

2. DISTINGUISHING CHARACTERISTICS: The county manager is responsible for the leadership, supervision, and management of county staff, and management of county resources consistent with the administrative and policy direction of the board. This position is responsible for the overall management of the County and for the supervision of management staff and management of County resources consistent with the administrative and policy direction of the Board of County Commissioners. An employee in this position is unclassified and "at-will," serving at the pleasure of the Storey County County Commissioners. The county manager will be given a yearly evaluation and a consideration of an increase in salary and possible performance based bonus.

3. EXAMPLES OF DUTIES: The county manager's duties are authorized by action by the board. The duties listed below are examples of the work typically performed by an employee in this position that are authorized by the board. The board may take action to include or

eliminate other duties for the county manager. 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 this position.

A. Assists the board in the development of overall goals of the county; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the board and others to develop community and economic development plans.

1. Develops, evaluates, and implements administrative policies and procedures to meet Board goals and objectives; supervises the performance of County departments; 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.

B. Develops, evaluates, and implements administrative policies based on federal and state law and regulations and the organizational goals and objectives of the board. Recommends policy changes where appropriate to the board for approval. Informs the board of operational problems. 2. Selects, directs, develops, and evaluates management personnel and other staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.

C. Facilitates team management approach for decision making; promotes opportunities for employee involvement in collaborative and participatory problem solving; selects, directs, develops, and evaluates management personnel and other staff; administers discipline for inadequate performance or improper behavior. 3. Negotiates and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Board direction; administers and enforces agreements.

D. Subject to the limitations of law and board direction; negotiates and supervises county contractual agreements, and after approval of the contract by the board, administers the agreements and if authorized by the board, enforces agreements.

E. 4. Oversees the development of the annual County budget for approval by the Board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board. 5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the Board of County Commissioners; 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 County Commissioners.

F. 6. Administers the preparation of Board meeting agendas; attends Board meetings; makes oral and written presentations to the Board of County 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.

G. 7. Analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.

H. 8. Provides direction and support to staff including advice and consultation to the

members of the Board of County Commissioners; rReceives, investigates, and resolves complaints and concerns regarding County programs, services, employees, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.

I. Engages with the county economic development team: transfers knowledge to attracting and enhancing private enterprise and building public-private relationships. 9. Assists the Board of County Commissioners in the development of overall goals of the County; provides leadership and direction in the development of short and long-range plans for achieving overall goals; works with the Board of County Commissioners and others to develop community and economic development plans.

J. May respond to call out in emergencies, other than during normal working hours, as needed. For example, may respond to and actively participate in all hazard Incident Command Systems.

10. Administers the County's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.

11. Informs the Board of operational problems and seeks advice and counsel on possible solutions

12. Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

The county manager must have knowledge of: public administration and public finance principles and methods; organizational principles and relationships, principles of strategic planning; Nevada public finance laws, regulations and practices; conflict resolution techniques; principles and practices of supervision and employee development.

Knowledge of

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

The county manager must have the ability to: synthesize large volumes of data, interpret and evaluate; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, managerial and technical problems; understand and interpret complex regulations, laws and policies; demonstrate executive leadership and management skills; supervise effectively; establish and maintain effective community relations; make effective oral and written presentations; advocate effectively for the benefit of the county's interest; gain and maintain the confidence and cooperation of elected and appointed officials and the public.

Ability to

- develop policies and goals consistent with Board directives;
- effectively administer projects and operations consistent with County policies and goals;

- plan, direct, and evaluate the work of staff;
- develop, motivate, and supervise management staff and other direct reports;
- 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 operational matters;
- analyze policies, regulations, projects, activities, and methods;
- select alternatives;
- project the consequences of proposed actions;
- implement 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; and
- communicate effectively in writing on matters related to department policies, funding, and operations.

5. LICENSING, EDUCATION & OTHER REQUIREMENTS

A county manager must have:

- 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:
 - Bachelor's Degree or equivalent from an accredited college or university with coursework in public or business administration, management, accounting, economics, or a similar field. Other education may be considered based on other qualifications and experience.
 - Master's Degree or higher with such major or significant coursework may be preferred.
 - At least 5 years of increasingly responsible professional experience in management, human resources, or administrative capacity that includes experience in supervision and/or personnel management in an open political environment.
 - Professional certification(s), such as ICMA Credentialed Manager, applicable to the position may be preferred.
- Must possess a valid Nevada Class C Driver License.
- Ability to pass a criminal background investigation.

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:

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

6. PHYSICAL DEMANDS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** *Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 50 pounds) is occasionally required. 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.*
- **Working Environment.** *Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer. Work is typically performed independently with reporting directly to the board of county commissioners as appropriate. Position may occasionally be required to travel by motor vehicle to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.*

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods.

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.

WORKING CONDITIONS: Work is performed under the following 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.

JOB RISK FACTORS: Job risks that have been identified through a job analysis of this position:

FLSA Status: Exempt

March 2007

Effective this _____ day of _____, 2017.

Marshall McBride
Commission Chairman

Jack McGuffey
Commission Vice-Chairman

Lance Gilman
Commissioner

Austin Osborne
Human Resources Director

County Manager

DEFINITION: Plans, directs, manages, and oversees the activities and operations of the County. Performs high-level administrative, technical, and professional work in directing and supervising the administration of County government. Receives broad policy guidance from the Board of County Commissioners.

DISTINGUISHING CHARACTERISTICS: This position is responsible for the overall management of the County and for the supervision of management staff and management of County resources consistent with the administrative and policy direction of the Board of County Commissioners. An employee in this position is unclassified and "at-will," serving at the pleasure of the Storey County Commissioners. The County Manager will be given a yearly evaluation and a consideration of an increase in salary and possible performance based bonus.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. 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 this position.

1. Develops, evaluates, and implements administrative policies and procedures to meet Board goals and objectives; supervises the performance of County departments; 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, develops, and evaluates management personnel and other staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Board direction; administers and enforces agreements.
4. Oversees the development of the annual County budget for approval by the Board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board.

5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the Board of County Commissioners; 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 County Commissioners.
6. Administers the preparation of Board meeting agendas; attends Board meetings; makes oral and written presentations to the Board of County 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. Analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Board regarding 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 County Commissioners; receives, investigates, and resolves complaints and concerns regarding County programs, services, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.
9. Assists the Board of County Commissioners in the development of overall goals of the County; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the Board of County Commissioners and others to develop community and economic development plans.
10. Administers the County's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.
11. Informs the Board of operational problems and seeks advice and counsel on possible solutions.
12. Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

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

Ability to

- develop policies and goals consistent with Board directives;
- effectively administer projects and operations consistent with County policies and goals;
- plan, direct, and evaluate the work of staff;
- develop, motivate, and supervise management staff and other direct reports;
- 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 operational matters;
- analyze policies, regulations, projects, activities, and methods;
- select alternatives;
- project the consequences of proposed actions;
- implement 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; and
- 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:

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

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods.

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.

WORKING CONDITIONS: Work is performed under the following 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.

JOB RISK FACTORS: Job risks that have been identified through a job analysis of this position.

FLSA Status: Exempt

March 2007

Storey County Job Description

County Manager

Class Title: County Manager
Reports to: Board of Storey County Commissioners
FLSA Status: Exempt
Represented Status: Non-Represented
Created: 02/03/09
Last Revised 07/01/17

1. JOB SUMMARY

The county manager is the county's chief administrative officer and reports to the Storey County Board of County Commissioners (board). The board considers and sets policy and the county manager is tasked with implementing these policies. Without limiting the specific duties and responsibilities that the county manager may be assigned by the board, the broad activity areas for measured achievement are:

- A. Executive leadership
- B. Managerial and organizational effectiveness
- C. Financial planning
- D. Human resource development
- E. Public service and communication
- F. Economic development in the county
- G. Emergency management

2. DISTINGUISHING CHARACTERISTICS

The county manager is responsible for the leadership, supervision, and management of county staff, and management of county resources consistent with the administrative and policy direction of the board. An employee in this position is unclassified and "at-will" serving at the pleasure of the board.

3. EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by this position. A county manager may not be assigned all duties listed and may be assigned duties which are not listed below. The duties listed are considered essential functions of the job.

A. Assists the board in the development of overall goals of the county; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the board and others to develop community and economic development plans.

B. Develops evaluates, and implements administrative policies based on federal and state law and regulations and the organizational goals and objectives of the board. Recommends policy changes where appropriate to the board for approval. Informs the board of operational problems.

C. Facilitates team management approach for decision making; promotes opportunities for employee involvement in collaborative and participatory problem solving; selects, directs, develops, and evaluates management personnel and other staff; administers discipline and/or corrective action for inadequate performance or improper behavior.

D. Subject to the limitations of law and board direction, negotiates and supervises all county contractual agreements, and after approval of the contract by the board, administers and enforces agreements.

E. Oversees the development of the annual county budget for approval by the board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the board.

F. Administers the preparation of board meeting agendas; attends board meetings; makes oral and written presentations to the board 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.

G. Analyzes proposed legislation and administrative regulations for their impact on county operations; reviews and makes recommendations to the board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.

H. Receives, investigates, and resolves complaints and concerns regarding county programs, services, employees, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.

I. Engages with the county economic development team; transfers knowledge to attracting and enhancing private enterprise and to building public-private relationships.

J. Represents the county on a variety of regional boards and commissions.

K. Represents the county in the court of law and testifies on matters pertaining to county operational matters as necessary.

L. May respond to call-out in emergencies, other than during normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS).

4. QUALIFICATIONS

~~The county manager must have knowledge of:~~ public administration and public finance principles and methods; organizational principles and relationships, principles of strategic planning; Nevada public finance laws, regulations and practices; conflict resolution techniques; principles and practices of supervision and employee development.

~~The county manager must have the ability to:~~ synthesize large volumes of data, interpret and evaluate; exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, managerial and technical problems; understand and interpret complex regulations, laws and policies; demonstrate executive leadership and management skills; supervise effectively; establish and maintain effective community relations; make effective oral and written presentations; advocate effectively for the benefit of the county's interest; gain and maintain the confidence and cooperation of elected and appointed officials and the public.

Knowledge of

- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, research methods and report writing, data-based decision making; customer service, and employee supervision.
- Correct English usage including grammar, punctuation, and vocabulary.
- Techniques for efficient and cost-effective management of resources.
- Legal, ethical, and professional rules of conduct for public sector employees.
- Principles of recruiting, training, performance management, and organizational development.
- Principles and practices of employee compensation and benefits structure development; research and analysis methods; benefits program management; employee and labor relations; employee investigations; and collective bargaining.
- Techniques and methods for long-range strategic and financial planning.

Ability to

- Define problems, collect data, establish facts, draw valid conclusions, and provide recommendations based on findings of fact; interpret, apply, and explain complex federal, state, and local regulations, and organizational policies; administer projects and operations consistent with county policies, goals, and objectives.
- Administer projects and operations consistent with county policies, goals, and objectives; work effectively under the pressure of deadlines, conflicting demands, and emergencies; work effectively with county staff, members of elected and appointed officials and bodies, and members of the public; establish and maintain effective working relationships with all levels of county employees; gain cooperation through discussion and persuasion.
- Develop, administer, and evaluate policies, regulations, programs, and activities based on valid data and in conformance with existing regulations and organizational policies, goals, and objectives; gather and analyze a variety of quantitative and qualitative data and prepare appropriate reports; communicate orally and in writing.
- Independently carry out an assortment of special and ongoing projects; supervise the work of staff; analyze problems, identify alternative solutions, and forecast consequences; recommend or approve best options and ensure that staff follows approved solutions.
- Gain and maintain the confidence and cooperation of elected and appointed officials and the public.
- Distinguish political sensitivities and inter-relationships in the local community and adjust operations accordingly; respond to difficult and sensitive public inquiries; facilitate discussions and mediate conflicts; understand and carry out oral and written directions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.
- Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office; and other applicable programs and software; type at a rate sufficient to perform assigned duties

- Work independently and follow through with minimal direction; maintain objectivity, ethics, and fairness.
- As allowable by law, maintain and handle all information as highly confidential.
- Consistently demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, and discretion in all interactions with coworkers, supervisors, and the public.
- Continue education and training and remain current on latest policies and practices and required certifications.
- Supervise and lead subordinates and co-workers in a supportive and positive manner.

5. LICENSING, EDUCATION & OTHER REQUIREMENTS

A county manager must have:

- 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:
 - Bachelor's Degree or equivalent from an accredited college or university with coursework in public or business administration, management, accounting, economics, or a similar field. Other education may be considered based on other qualifications and experience.
 - Master's Degree or higher with such major or significant coursework may be preferred.
 - At least 5 years of increasingly responsible professional experience in management, human resources, or administrative capacity that includes experience in supervision and/or personnel management in an open political environment.
 - Professional certification(s), such as ICMA Credentialed Manager, applicable to the position may be preferred.
- Must possess a valid Nevada Class C Driver License.
- Ability to pass a criminal background investigation.

6. PHYSICAL DEMANDS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word

processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required. *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.*

- **Working Environment.** Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer. Work is typically performed independently with reporting directly to the board of county commissioners as appropriate. Position may require travel by motor vehicle to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

This class specification lists the major duties and requirements of the job and is not all-inclusive. A county manager may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the ____ day of _____, _____.

Marshall McBride
Commission Chairman

Jack McGuffey
Commission Vice-Chairman

Lance Gilman
Commissioner

Austin Osborne
Human Resources Director