

Position Title: Sierra County Manager

Department: Sierra County Admin. Office

Salary Grade: Salary is calculated on an annual basis paid from January through December. Appointee will receive 26 payments during a 12 month period. Salary is negotiable.

Overtime Compensation: Not eligible for any type of overtime compensation.

Vacation & Sick Leave: Not eligible to accrue sick or vacation leave. Leave is negotiable.

Work Hours: As needed for the successful completion of job duties and responsibilities.

F.L.S.A.: *Term position exempt* as defined Sierra County Personnel Policy Ordinance 16-009

Benefits: Appointed officials will be eligible to participate in the County Health Insurance Program as detailed in Sierra County Personnel Policy. As required by PERA regulation, appointed officials will be required to participate in PERA, unless they meet the requirements to exempt out. Those appointed officials that choose to exempt out of PERA or county health insurance will not be eligible for any additional compensation.

Contract Length: Sierra County Manager works at the pleasure of the Sierra County Commission. Terms and conditions of the employment contract will be negotiated between the Manager and the Commission. Term of the contract cannot exceed 4 (four) years.

Reports to: Sierra County Commission

Addendum: Sierra County Commission acknowledges a separate contract associated with this job description. This addendum shall be known as attachment 1.

Job Summary:

Responsible for the daily operations of the County.

Minimum Requirements:

Must possess a high school diploma or equivalent. Preferred minimum 5 (five) years' experience in related field. Management experience preferred, but not required. Bachelor degree and/or a Master's Degree preferred in related areas of Business, Management, or Government. Government experience may be substituted for educational background. Must possess a valid driver's license. Must have the ability to analyze data, develop and compose comprehensive reports as required. Must have the ability to communicate effectively in written and oral English.

Essential Duties and Responsibilities:

1. Responsible for the day-to-day operations of the County.
2. Responsible for all budgeting, finance, and general accounting of daily operational expenses.
3. Responsible for personnel management. (Human Resources)
4. Responsible for work items as directed by the Sierra County Commission.
5. Oversight on the following:
 - a. Road Department
 - b. Solid Waste
 - c. Planning
 - d. Project Management
 - e. Emergency Management
 - f. Fire Administrator
 - g. EMO Programs
 - h. Detention Center/Detention Administrator
 - i. Maintenance Department/Maintenance Supervisor
 - j. Ordinances & County Policy
6. Shall be responsible to assure highest quality of service to the public.
7. Responsible to promote, uphold, and improve current and future County policies.

Any other job performance outside the scope of the appointed position responsibilities should have prior authorization from the Sierra County Commission.

Work Environment:

Perform essential duties 75 to 85 percent indoors under a controlled temperature environment. The balance of the job duties will be outdoors in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete, or tile surfaces. Outside work will be exposed to dust and fumes, and normal outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

Maps, Copier, Vehicle, Fax Machine, Telephone, Computer, Typewriter, general office supplies and equipment, overhead projectors, word processing software, presentation software, accounting software, adding machines.

Mental Functions:

1. Must be able to use independent judgment in various situations and recommend appropriate action.
2. Must be able to set priorities and organize assigned tasks.
3. Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling, and grammar.
4. Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the Commission and the general public.
5. Must be able to work effectively with the public and other elected officials. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

Physical Functions:

1. Must be able to sit, stand and work intermittently throughout the workday.
2. Must be able to lift, carry, push and pull up to 25 pounds occasionally.
3. Must be able to work with arms extended and bent on a frequent basis.
4. Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
5. Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.