

LANDER COUNTY COMMISSION MEETING  
December 5, 2012

**AGENDA ITEM NO. 1**

**THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:**

Discussion for possible action to recommend written notice to terminate William E. Schaeffer's Conflicts Public Defender Contract and other matters properly related thereto.

Public comment.

**Background:**

**Recommended Action:**

## AGENDA REQUEST FORM

COMMISSIONER MEETING DATE: December 13, 2012

NAME: William E. Schaeffer, Esq. REPRESENTING: Self

ADDRESS: 160 West Fourth Street, P.O. Box 936, Battle Mountain, Nevada 89820

PHONE (H): \_\_\_\_\_ (W): 775-635-3227 (FAX): 775-635-3229

WHICH NUMBER SHOULD WE CALL DURING NORMAL BUSINESS HOURS: 635-3227

WHO WILL BE ATTENDING THE MEETING: William E. Schaeffer and possibly Hy Forgeron

JOB TITLE: Alternate Public Defender and Austin Justice of the Peace - Elect

SPECIFIC REQUEST TO BE PLACED ON THE AGENDA: Discussion and possible action on assigning or granting a new conflicts public defender contract, starting January 1, 2013, and other matters relating thereto.

WHAT ACTION WOULD YOU LIKE THE BOARD TO TAKE TO RESOLVE THIS ISSUE? Approve a smooth transfer of the duties of the Alternate Public Defender to another attorney (hopefully Hy Forgeron) through assignment of the current contract or creation of a new contract, change the title to Conflicts Public Defender, and other matters relating thereto.

ARE THERE ANY COSTS ASSOCIATED WITH YOUR REQUEST: X YES    NO    Maybe  
AMOUNT: \$27,000/year (this represents NO increase in costs; just a continuation of current practices with different personnel).

HAS THIS ISSUE BEEN DISCUSSED AT A PRIOR COMMISSION MEETING? X YES    NO    Maybe

WHEN? February or March, 2012 when concern was raised about what might happen if Mr. Schaeffer were to be elected as Justice of the Peace in Austin - and now he has.

WILL YOU BE PRESENTING WRITTEN INFORMATION AT THE MEETING?    YES    NO X Maybe

HAVE YOU DISCUSSED THIS ISSUE WITH THE AFFECTED DEPT HEAD:    YES X NO    Maybe

FOR REVIEW BY:

AIRPORT	_____	DIST. ATTY.	<u>X</u>	SENIOR CTR.	_____
AMBULANCE	_____	EXE. DIR.	<u>X</u>	SHERIFF	_____
ARGENTA J.P.	<u>X</u>	FIRE	_____	SOCIAL SVC.	_____
ASSESSOR	_____	GOLF	_____	TREASURER	_____
AUSTIN J.P.	_____	PUBLIC WORKS	_____	W & S	_____
CLERK	_____	RECORDER	_____	OTHER	_____

#  
1

COMM. DEVT. \_\_\_\_\_ BLDG. INPCTR. \_\_\_\_\_

**THE EXECUTIVE DIRECTOR RESERVES THE RIGHT TO REJECT OR RECOMMEND TABLING ALL AGENDA REQUESTS FOR INSUFFICIENT INFORMATION.**

ALL INFORMATION STATED IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE.

W. E. Schaeffer

DATE: November 15, 2012

BOARD MEETS THE 2<sup>ND</sup> AND 4<sup>TH</sup> THURSDAYS OF EACH MONTH  
COMMISSION FAX (775) 635-5332

# WILLIAM E. SCHAEFFER

## ATTORNEY AT LAW

---

Admitted to practice in  
NV, MI, CO (inactive), WY (inactive)  
**160 W. Fourth St., P.O. Box 936**  
**Battle Mountain, Nevada 89820**  
**775-635-3227 (Phone)**  
**775-635-3229 (Fax)**  
**E-MAIL: [lander\\_lawyer@yahoo.com](mailto:lander_lawyer@yahoo.com)**

Of Counsel:

John W. Howard, Esq.  
San Diego, California

Janalee M. Murray, Esq.  
Las Vegas, NV  
(1959-2007)

Mr. Gene Etcheverry  
Executive Director  
Lander County  
315 S. Humboldt St.  
Battle Mountain, NV 89820

November 16, 2012

Dear Gene:

Pursuant to my Alternative Public Defender Contract and my election as Austin Twp. Justice of the Peace, I hereby exercise my option to end said contract effective upon my assuming my duties as Justice of the Peace in early January of 2013; but only because, to continue the contract, would be construed by the Attorney General's office and others as a conflict of interest even if the contract were modified such that I would not handle cases from Austin Twp. I have already requested to be placed on the Commissioners' agenda for December 13<sup>th</sup> in hopes of making a smooth transition of the contract from me to Hy Forgeron at the beginning of the new year. I would appreciate any cooperation you can give Hy and I in making this a smooth transition that continues to provide competent representation to the indigent accused in conflicts cases. Thank you for your attention to this matter. I look forward to seeing you on December 13<sup>th</sup>.

Sincerely,



William E. Schaeffer  
Attorney at Law



## ALTERNATIVE PUBLIC DEFENDER AGREEMENT

This ALTERNATIVE PUBLIC DEFENDER AGREEMENT, hereinafter referred to as "Agreement" is made by and between Lander County, a political subdivision of the State of Nevada, hereinafter referred to as ("Lander County"), and William E. Schaeffer, Esq., hereinafter referred to as ("SCHAEFFER").

### **RECITALS**

WHEREAS, SCHAEFFER desires to provide professional services, for a professional fee (as set forth below and in Exhibit A, Scope of Work, attached) to provide alternative public defender services when there is a conflict of interest with the Lander County Public Defender on particular cases; and

NOW, THEREFORE, in consideration of the mutual covenants, conditions and other good and valuable consideration contained herein, the parties hereby agree as follows:

### **TERMS AND CONDITIONS**

1. Purpose: SCHAEFFER shall, subject to all terms, conditions, and limitations specified hereinafter, perform the professional services as described in Exhibit A, Scope of Work, attached.
2. Term: This Agreement shall remain in effect from the date it is approved by both parties to the 1<sup>st</sup> day of April 2013. This Agreement shall automatically renew each year, for a one year term unless terminated as hereafter provided or replaced by another agreement.
3. Effective Date: This Agreement shall not become effective until and unless approved by appropriate official action of the governing body/official of each of the parties.
4. Payment: Lander County shall reimburse SCHAEFFER a sum not to exceed twenty-seven thousand dollars (\$27,000.00), for satisfactory work with regard to the Scope of Work outlined in Exhibit A. Each installment shall be one thousand one hundred twenty-five dollars (\$1,125.00). Payments will be paid on the 1<sup>st</sup> and 15<sup>th</sup> of each calendar month. If the 1<sup>st</sup> or 15<sup>th</sup> falls on a weekend or Lander County holiday, then the payment will be made on the next business day. SCHAEFFER shall submit monthly statements of services rendered upon the written request of Lander County. Lander County shall not be required to pay any additional compensation for the Alternative Public Defender, as per this Agreement.
5. Liability and Hold Harmless: To the extent authorized by law, SCHAEFFER agrees to indemnify and hold harmless Lander County from any loss, damage, liability, cost or expense to the person or property of another, which is caused by the intentional or



negligent acts of SCHAEFFER, its officers, employees or agents. Moreover, SCHAEFFER agrees to indemnify and hold harmless Lander County from any claim or potential claim from SCHAEFFER, its officers, employees, agents or guests resulting from any loss, damage, liability, cost or expense caused by any reason.

6. Amendment or Modification: Both parties acknowledge and agree that they have not relied upon any statements, representations, agreements, or warranties, in entering into this Agreement, except as are stated herein, and no amendment or modification of this Agreement shall be valid or binding unless expressed in writing and executed by both the parties.
7. Termination: This Agreement may be Terminated prior to the expiration of the term as follows:
  - A. Lander County or SCHAEFFER may terminate this Agreement with or without cause upon thirty (30) days written notice served upon the other party as provided in this Agreement.
  - B. Lander County and SCHAEFFER may agree in writing to terminate this Agreement at any time.
8. Notices: All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth below:

SCHAEFFER:	Lander County:
William E. Schaefferr	Lander County Commissioners
160 West Fourth Street	315 South Humboldt Street
Battle Mountain, Nevada 89820	Battle Mountain, Nevada 89820
9. Waiver: Any waiver by either party of any breach of any kind or character whatsoever by the other, whether such be direct or implied, shall not be construed as a continuing waiver of, or consent to, any subsequent breach of this Agreement.
10. Assignment: The rights granted and responsibilities incurred under this Agreement may not be assigned without the written consent of Lander County.
11. Third Party Beneficiaries: The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the parties of the Agreement. There are no third party beneficiaries to this Agreement, and nothing contained in or implied by this Agreement shall give or allow any such claim or right of action by any other or third person.



12. Governing Law: This Agreement shall be construed and governed by the laws of the State of Nevada. Any action arising from this Agreement must be filed in the Sixth Judicial District Court in and for the County of Lander.
13. Attorney's Fees: Should either party be required to pursue legal action to enforce the terms and conditions of this agreement, the prevailing party shall be entitled reasonable attorney fees and court costs.
14. Governmental Immunity: Nothing contained herein waives or is intended to waive any protections that may be applicable to Lander County or any of its elected or appointed officials, employees, or agents under any applicable statutes, rules or regulations providing governmental immunity, or any other rights, protections, immunities, defenses or limitations on liability to Lander County or such related parties that are provided by law.
15. Captions: The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to define, limit, extend, describe, or affect in any way the meaning, scope or interpretation of any of the terms or provisions of this Agreement or the intent hereof.
16. Integration: This Agreement, including Exhibit A, Scope of Work, shall constitute the entire agreement between the parties; all prior agreements between the parties, whether written or oral, are merged into this Agreement and shall be of no force or effect.
17. Relationship: This Agreement shall not be deemed to create a partnership between the parties in their respective endeavors or otherwise, nor cause them to be considered joint venturers or members of any joint enterprise.
18. Force Majeure: Neither party shall be responsible for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of God or governmental action.
19. Severability: If any covenant, phrase, clause, paragraph, section, condition or provision contained within this Agreement is invalidated by a court of competent jurisdiction, then the invalidity shall in no way affect any other covenant, phrase, clause, paragraph, section, condition, or provision contained in this Agreement.
20. Construction: This Agreement shall be construed without to the identity of the party who drafted various provisions of the Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not apply.



21. Confidentiality: Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Agreement.
22. Proper Authority: The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to perform the services set forth in this Agreement.
23. Compliance with Law: The parties hereto represent and warrant that they will comply with all relevant local, state, and federal laws and regulations and further represent and warrant that any failure to comply with such laws is a material breach of contract and that the breaching party will indemnify the other party from any and all claims or damages arising out of such breach.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the signatures indicated below:

**LANDER COUNTY**

LANDER COUNTY BOARD OF COMMISSIONERS

By: Dean Bullock  
DEAN BULLOCK, Chair

Date: 4/12/2012

Attest:

Sadie Sullivan

SADIE SULLIVAN, County Clerk and Ex-Officio  
Clerk of the Board of Commissioners of Lander  
County, Nevada

**SCHAEFFER**

By: W. E. Schaeffer  
WILLIAM E. SCHAEFFER, ESQ

Date: April 12, 2012





**EXHIBIT A**  
**Scope of Work**  
**Alternate Public Defender**

1. Schaeffer shall provide representation without charge, except as provided in paragraph two (2), below, when appointed by a court pursuant to Nevada Revised Statutes ("NRS") 171.188, NRS Chapter 62, NRS 432B.420, or when appointed to represent children who are the subject of a petition filed under NRS Chapter 432B. Said representation shall include, but is not limited to, regular client conferences, investigation, pre-trial court appearances, trial representation, post-trial proceedings, appeals and other duties set forth in NRS 180.060. This appointment as Alternate Lander County Public Defender shall include representation of all persons charged with any crime except capital offenses. In addition to any other duties, Schaeffer shall represent those persons who are on court-supervised probation and/or have been released on a suspended sentence with specific conditions of release, for the purpose of revocation proceedings when specifically requested to do so by the supervising court.
2. Schaeffer shall only be appointed to those cases wherein the Lander County Public Defender (currently THEODORE C. HERRERA, ESQ.) has a legal conflict of interest and therefore cannot be appointed. If Schaeffer is appointed to cases other than those to which the Lander County Public Defender has a conflict, then Schaeffer shall be compensated outside the terms of this Agreement, as provided by the Court.
3. All expenses required to perform the duties of the Lander County Alternate Public Defender shall be borne by Schaeffer. Schaeffer shall maintain a liability insurance policy with a minimum per single occurrence amount of three hundred thousand dollars (\$300,000.00).
4. The parties to this Agreement acknowledge and agree that Schaeffer is not an employee of Lander County, and is not entitled to any benefits provided by Lander County to Lander County employees, including, but not limited to, insurance, pension and protections and benefits afforded under the County's personnel ordinances. Schaeffer may practice his profession for others during the operation of this Agreement, when the same shall not conflict with his duties as Alternate Public Defender.
5. This Agreement shall not be construed so as to interfere with Schaeffer's ability to apply to the Court for expert witness fees or other expenses as are normally presented to and allowed by the Court.

OC # 0263688

04/12/2012

04:11 PM

**Official Record**

Recording requested By

LANDER COUNTY CLERK

Lander County - NV

Idonna Trevino - Recorder

Fee: Page 1 of 6

RPTT: Recorded By: T0

Book- 632 Page- 0224



0263688

## RECORDING REQUEST BY:

Lander County Clerk

315 South Humboldt Street

Battle Mountain, Nevada 89820

AGREEMENT BETWEEN LANDER COUNTY & WILLIAM E. SCHAEFFER  
FOR ALTERNATIVE PUBLIC DEFENDER SERVICES

---

TITLE OF DOCUMENT

*This page added to provide additional information required by NRS 111.312 Section 1-2.*

*This cover page must be typed or printed.*

LANDER COUNTY COMMISSION MEETING  
December 5, 2012

**AGENDA ITEM NO. 2**

**THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:**

Discussion for possible action regarding the possibility of a future position for a Lander County Engineer and/or Public Works Director and other matters properly related thereto.

Public comment.

**Background:**

**Recommended Action:**

*\*NOTE – The following job description is a sample draft version. While it may contain many similar essential functions, educational, and physical requirements as your organization's position requires, it is not an exact match. Please conduct a proper job analysis for the position and then change the details of this sample to match your organization's needs. If you have any questions about this sample job description please contact POOL/PACT Human Resources. All items in red must be removed prior to job descriptions being finalized.*

## **Civil Engineer I**

**FLSA Status:**

**Created:**

**Last Revised:**

**DEFINITION:** Under direct supervision, performs a variety of civil engineering assignments that require application of engineering principles, practices and theories.

**DISTINGUISHING CHARACTERISTICS:** This is the entry level position within the Civil Engineer series and progression to the next level is not automatic. Civil Engineer I is distinguished from Civil Engineer II in that Civil Engineer II is a more experienced working level with incumbents performing a broader range of assignments with greater independence and decision-making responsibilities.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

*[The duties listed below represent a sample of the typical essential functions that might appear on the finalized job description. Employers should conduct a thorough job analysis and list the actual essential functions below.]*

1. Performs subdivision reviews, which includes checking of plats, construction drawings, bonds, and improvement agreements for compliance with tentative map conditions and conformance with organization codes.
2. Plans and designs storm drainage systems for capital improvement project construction.
3. Reviews designs of public work projects such as parks, parking lots, and roads for compliance with applicable standards and codes.
4. Reviews calculations and estimates on engineering designs and specifications for correctness.
5. Reviews field reports and laboratory testing results for soils, concrete, and asphalt for materials specifications compliance.
6. Learns to perform final inspection for organization acceptance of subdivision improvements.
7. Learns to perform contract administration for projects that includes the bidding and awarding process and ongoing inspection of construction of capital improvement projects.

### ***Physical and Mental Requirements:***

***[The physical and mental requirements below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list physical and mental requirements that relate to the essential functions section.]***

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

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 Conditions:***

***[The working conditions below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list working conditions that relate to the essential functions section.]***

Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. Responds to questions from developers, contractors, engineers, and the general public concerning use of right-of-way and drainage easements, construction within floodplains, and subdivision construction.
9. Reviews reclamation plans and approves lands for aggregate pits for compliance with regulations and conditions of approval.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Abilities:***

***[The knowledge and abilities below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required knowledge and abilities that relate to the essential functions section.]***

#### ***Knowledge of***

- Organization policies and procedures;
- Computer software specific to the organization;
- Drainage principles and design;
- Methods and techniques of design, construction, and maintenance of public works;
- Soils, asphalt, and concrete properties;
- Contract administration techniques;
- Policies governing subdivision development; and
- Principles and practices of civil engineering including hydrology, street design, hydraulics, structural, soils, topography, cadastral, and construction surveying.

#### ***Ability to***

- Review construction plans;
- Perform field inspections of subdivisions;
- Review field reports and laboratory testing analyses of soils, concrete, and asphalt;
- Perform engineering calculations;
- Develop preliminary designs;
- Interpret construction drawings;
- Analyze data, estimating job costs, preparing bid specifications, and tracking expenditures;
- Interpret and apply regulations, policies, and procedures;
- Communicate effectively, both orally and in writing; and
- Maintain effective working relationships with contractors, division staff, general public, and representatives of other departments.

### ***Required Certifications and Licenses:***

***[The required certifications and licenses listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required certifications and licenses that relate to the essential functions section.]***

None

### ***Experience and Training:***

***[The experience and training listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required experience and training that relates to the essential functions section.]***

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:

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a closely related field; **OR** an equivalent combination of education and experience.

### ***Physical and Mental Requirements:***

***[The physical and mental requirements below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list physical and mental requirements that relate to the essential functions section.]***

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

Frequent sitting, standing, and occasional walking on uneven construction sites, lifting manholes and storm drain covers. Position requires typing and writing. The employee must be able to give, receive, and understand written and oral instructions. Requires climbing into confined spaces, hearing, seeing, climbing stairs, and lifting up to 50 lbs. Stamina to sit at a desk for prolonged periods of time. Visual stamina to view a computer monitor for long periods of time.

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:**

***[The working conditions below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list working conditions that relate to the essential functions section.]***

Work is performed under the following conditions.

Standard office environment with some work in outdoor conditions which can include wet, dusty, poor lighting, dirty, and noisy circumstances. Exposure to all types of weather. Some exposure to grease, dust, chemicals, and other potential health hazards.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*NOTE – The following job description is a sample draft version. While it may contain many similar essential functions, educational, and physical requirements as your organization's position requires, it is not an exact match. Please conduct a proper job analysis for the position and then change the details of this sample to match your organization's needs. If you have any questions about this sample job description please contact POOL/PACT Human Resources. All items in red must be removed prior to job descriptions being finalized.*

## **Civil Engineer II**

**FLSA Status:**

**Created:**

**Last Revised:**

**DEFINITION:** Under general supervision, performs a variety of civil engineering assignments that require application of engineering principles, practices and theories.

**DISTINGUISHING CHARACTERISTICS:** This is the journey level position within the Civil Engineer series. Incumbents perform a variety of engineering assignments as well as provide lead direction and work coordination for technical engineering support staff. Civil Engineer II is distinguished from Civil Engineer I in that incumbents perform a broader range of assignments with greater independence and perform lead worker duties.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

*[The duties listed below represent a sample of the typical essential functions that might appear on the finalized job description. Employers should conduct a thorough job analysis and list the actual essential functions below.]*

1. Performs subdivision reviews, which includes checking of plats, construction drawings, bonds, and improvement agreements for compliance with tentative map conditions and conformance with organization codes.
2. Performs final inspection for organization acceptance of subdivision improvements.
3. Plans and designs storm drainage systems for capital improvement project construction.
4. Reviews designs of public work projects such as parks, parking lots, and roads for compliance with applicable standards and codes. Reviews reclamation plans and approves lands for aggregate pits for compliance with regulations and conditions of approval.
5. Reviews calculations and estimates on engineering designs and specifications for correctness.
6. Reviews field reports and laboratory testing results for soils, concrete, and asphalt for materials specifications compliance.

7. Performs contract administration for projects that includes the bidding and awarding process and ongoing inspection of construction of capital improvement projects. Performs special projects such as issuing street excavation permits, maintaining street light inventory, and authorizing street light installations.
8. Responds to questions from developers, contractors, engineers, and the general public concerning use of right-of-way and drainage easements, construction within floodplains, and subdivision construction.
9. Provides lead direction, training, and work coordination for field inspection staff.
10. Ensures 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.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Abilities:***

*[The knowledge and abilities below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required knowledge and abilities that relate to the essential functions section.]*

#### *Knowledge of*

- Principles and practices of work coordination;
- Organization policies and procedures;
- Computer software specific to the organization;
- Drainage principles and design;
- Methods and techniques of design, construction, and maintenance of public works;
- Soils, asphalt, and concrete properties;
- Contract administration techniques;
- Policies governing subdivision development; and
- Principles and practices of civil engineering including hydrology, street design, hydraulics, structural, soils, topography, cadastral, and construction surveying.

#### *Ability to*

- Provide work direction and coordination for technical support staff;
- Perform a variety of difficult and complex engineering assignments with minimal guidance and supervision;
- Review construction plans and calculate quantities;
- Perform field inspections of subdivisions;

- Review field reports and laboratory testing analyses of soils, concrete, and asphalt;
- Perform engineering calculations;
- Develop preliminary designs;
- Interpret construction drawings;
- Analyze data, estimating job costs, preparing bid specifications, and tracking expenditures;
- Interpret and apply regulations, policies, and procedures;
- Communicate effectively, both orally and in writing; and
- Maintain effective working relationships with contractors, division staff, general public, and representatives of other departments.

***Required Certifications and Licenses:***

*[The required certifications and licenses listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required certifications and licenses that relate to the essential functions section.]*

***Experience and Training:***

*[The experience and training listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required experience and training that relates to the essential functions section.]*

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:

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a closely related field and one year of full-time professional civil engineering experience; **OR** an equivalent combination of education and experience.

***Physical and Mental Requirements:***

*[The physical and mental requirements below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list physical and mental requirements that relate to the essential functions section.]*

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

Frequent sitting, standing, and occasional walking on uneven construction sites, lifting manholes and storm drain covers. Position requires typing and writing. The employee must be able to give, receive, and understand written and oral instructions. Requires climbing into confined spaces, hearing, seeing, climbing stairs, and lifting up to 50 lbs. Stamina to sit at a desk for prolonged periods of time. Visual stamina to view a computer monitor for long periods of time.

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:**

*[The working conditions below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list working conditions that relate to the essential functions section.]*

Work is performed under the following conditions.

Standard office environment with some work in outdoor conditions which can include wet, dusty, poor lighting, dirty, and noisy circumstances. Exposure to all types of weather. Some exposure to grease, dust, chemicals, and other potential health hazards.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*NOTE – The following job description is a sample draft version. While it may contain many similar essential functions, educational, and physical requirements as your organization's position requires, it is not an exact match. Please conduct a proper job analysis for the position and then change the details of this sample to match your organization's needs. If you have any questions about this sample job description please contact POOL/PACT Human Resources. All items in red must be removed prior to job descriptions being finalized.*

## **Construction Inspector I**

**FLSA Status:**

**Created:**

**Last Revised:**

**DEFINITION:** Under direct supervision, inspects work quality and materials used in a variety of public works projects including the construction, repair, maintenance, or alterations of streets, curbs, sidewalks, drainage facilities, underground utilities, and related structures.

**DISTINGUISHING CHARACTERISTICS:** This is the entry level class in the Construction Inspector series. This class is distinguished from the Construction Inspector II by the performance of the more routine inspections assigned to positions within the series, including occasional public works contract inspection.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

*[The duties listed below represent a sample of the typical essential functions that might appear on the finalized job description. Employers should conduct a thorough job analysis and list the actual essential functions below.]*

1. Inspects work quality and materials used in a variety of public works projects during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
2. Inspects various public works structures including underground utilities, streets, sidewalks, gutters, structural concrete, storm systems, and various other facilities; checks line, grade, size, elevation, and location of structures for conformance with plans specifications and regulations.
3. Meets with contractors to clarify plans and specifications; provides technical guidance and interpretation.
4. Prepares detailed data of construction progress and inspection; prepares various reports on daily operations and activities.
5. Takes samples of materials for examination or analysis by laboratories; performs routine materials and density field tests to assure material and workmanship quality; coordinates results of tests and verifies approval of structure.
6. Observes work during progress and upon completion; ensures that safety procedures are followed; advises contractors of changes in plans and variances.

7. Performs preliminary and final inspections and acceptance of developments.
8. Ensures compliance with procedures and regulations.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Abilities:***

*[The knowledge and abilities below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required knowledge and abilities that relate to the essential functions section.]*

#### ***Knowledge of***

- Principles and techniques of public works inspection and plans examining work;
- Pertinent federal, state, and local laws, codes and regulations;
- Accepted safety standards and methods of construction activities;
- Defects and faults in construction; and
- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

#### ***Ability to***

- Learn applicable laws, regulations, codes, ordinances, and policies governing the construction of assigned public works projects enforced by the organization;
- Interpret and apply pertinent federal, state, and local laws, codes and regulations;
- Read and interpret plans and specifications;
- Learn to determine if construction systems conform to code requirements;
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices;
- Make basic mathematical computations rapidly and accurately;
- Enforce necessary regulations with firmness and tact;
- Understand and carry out oral and written directions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Required Certifications and Licenses:**

*[The required certifications and licenses listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required certifications and licenses that relate to the essential functions section.]*

None.

**Experience and Training:**

*[The experience and training listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required experience and training that relates to the essential functions section.]*

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:

Graduation from high school or its equivalent, supplemented by technical training in the building and construction trades **AND** two years of increasingly responsible experience involving the construction of public works projects. Some construction inspection experience is desirable.

**Physical and Mental Requirements:      --**

*[The physical and mental requirements below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list physical and mental requirements that relate to the essential functions section.]*

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

Mobility to work in a typical office setting, use standard office equipment and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect various residential, commercial, or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling, and walking on uneven terrain at construction sites, climbing ladders, scaffolding, and stairs. Strength to lift and carry up to 30 pounds at times. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over the telephone.



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:**

*[The working conditions below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list working conditions that relate to the essential functions section.]*

Work is performed under the following conditions.

Majority of work is conducted outside in all types of weather conditions. Work is performed in construction zones and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic, and caustic chemicals. Position may require travel by car from the office to a work site.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LANDER COUNTY COMMISSION MEETING  
December 5, 2012

**AGENDA ITEM NO. 3**

***THE REQUESTED ACTION OF THE LANDER COUNTY COMMISSION IS:***

Discussion for possible action regarding future positions, duties and responsibilities of the administrative offices for Lander County and other matters properly related thereto.

Public comment.

***Background:***

***Recommended Action:***

*\*NOTE – The following job description is a sample draft version. While it may contain many similar essential functions, educational, and physical requirements as your organization's position requires, it is not an exact match. Please conduct a proper job analysis for the position and then change the details of this sample to match your organization's needs. If you have any questions about this sample job description please contact POOL/PACT Human Resources. All items in red must be removed prior to job descriptions being finalized.*

## **Office Manager**

**FLSA Status:**

**Created:**

**Last Revised:**

**DEFINITION:** Under general direction, performs work in managing the office and providing executive-level assistance to management. Assists in the planning and coordination of the administrative functions of the office. This position has an increased level of responsibility and independence while performing required duties.

**DISTINGUISHING CHARACTERISTICS:** This is the supervisor level of the Administrative Support series. This class is distinguished from the Administrative Support III class in that the Office Manager's primary duties involve the supervision and management of clerical support staff and the daily operations of the office.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

*[The duties listed below represent a sample of the typical essential functions that might appear on the finalized job description. Employers should conduct a thorough job analysis and list the actual essential functions below.]*

1. Supervises assigned clerical staff, including assisting in staff selection; assigns and reviews work; provides training in proper work methods and techniques; conducts performance evaluations; implements discipline and conflict resolution procedures when necessary.
2. Oversees initial and ongoing use of office systems, work methods, and procedures by coordinating implementation, training staff in proper use, assisting problem resolution at the user level, and monitoring operations to ensure that systems, methods, and procedures are used correctly and efficiently.
3. Reviews and evaluates work methods and procedures; recommends changes in work processes, forms, and work flow to ensure efficient operations in compliance with policies and standards.
4. Performs clerical support services, including but not limited to, drafting correspondence, scheduling appointments, ordering supplies, maintaining official files/records and implementing new office procedures to support efficient operations in the area of assignment.

5. Handles inquiries on the telephone and in person; answers questions and provides information regarding procedures and functions of assigned area; resolves complaints and/or refers callers to appropriate sources as necessary.
6. Updates records, monitors, and verifies budget accounts; compiles and retrieves data, produces spreadsheets and reports for staff by using software options and applications to generate customized data and information.
7. Coordinates services and activities production, and distribution of materials with other programs, divisions, departments, etc. to enhance the activities and effectiveness of the assigned area.
8. Ensures 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.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Abilities:***

*[The knowledge and abilities below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required knowledge and abilities that relate to the essential functions section.]*

#### ***Knowledge of***

- Organization policies and procedures;
- Management information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Office management principles and practices;
- Laws, statutes, codes, regulations, and standards pertaining to the area of assignment;
- Principles and practices of supervision;
- Modern office procedures, methods, and equipment, including computer equipment;
- Techniques of record-keeping and reporting;
- Alphabetical and subject matter filing systems;
- Telephone techniques; and
- Correct English usage including grammar, punctuation, and vocabulary.

#### ***Ability to***

- Train staff in work methods, procedures, and operations of software programs used in the assigned areas;

- Recognize work methods and procedures which promote a safe working environment and to train staff in same;
- Select, supervise, and evaluate the performance of assigned staff;
- Access and operate organization computer equipment and software;
- Plan, organize, and review the work of clerical staff;
- Interpret and apply pertinent laws, regulations, and standards, including administrative and departmental policies and procedures;
- Operate a personal computer and a variety of commercial software packages, including spreadsheets, databases, and word processing;
- Plan and organize work to meet schedules and timelines;
- Compile and tabulate data and information to complete and maintain accurate records;
- Verify the accuracy and completeness of documents, data, and information;
- Write concise and accurate narrative reports;
- Perform accurate mathematical calculations;
- Maintain confidentiality of data and information;
- Complete a variety of tasks concurrently; and
- Communicate orally in a clear, concise manner.

***Required Certifications and Licenses:***

*[The required certifications and licenses listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required certifications and licenses that relate to the essential functions section.]*

None

***Experience and Training:***

*[The experience and training listed below are samples only and should not be adopted as presented here. Employers should conduct a thorough job analysis and list required experience and training that relates to the essential functions section.]*

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:

Possession of a high school diploma or equivalent and four years of progressively responsible office experience which frequently entailed the use of a computer to prepare complex narrative and/or statistical or financial documents, two years of which involved supervision or management of staff.

**COUNTY ADMINISTRATOR****DEFINITION:**

Under policy direction of the Board of Commissioners, acts as chief administrative officer for the County responsible for managing the overall operation and administration of the County government; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single position class responsible to the Board of Commissioners for managing the implementation of Commission policies and administrative direction, and for direction of County management staff and of County resources. The employee in this class is an unclassified, "at-will" employee serving at the pleasure of the County.

**EXAMPLES OF DUTIES:**

The duties listed below are examples of the work typically performed by the employee in this class. Not all assigned duties may be listed. *Marginal duties* (shown in *italics*) are those which are non-essential functions for this class.

1. Develops, evaluates and implements administrative policies and procedures to meet Commission goals and objectives; supervises the performance of County departments under the jurisdiction of the County Commission; 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. Directs, develops and evaluates appointed department heads; selects, directs, develops and evaluates staff; develops and implements training programs to enhance the capabilities of department heads and staff and improve the delivery of services; provides direction, instruction, training and support to staff; hears, responds to and resolves staff problems, concerns, complaints and grievances; administrative discipline.
3. Manages the County's personnel system for all County employees; administers classification and compensation plans; administers and enforces the County's personnel contracts and policies, develops and conducts employee orientation, training and development programs; supervises and participates in the design and conducting of recruitments and applicant screening activities; hears, responds to and resolves employee problems, concerns, complaints and grievances.
4. Negotiates and/or supervises the negotiation of County's contractual agreements subject to the limitations of law and Commission direction; administers and enforces agreements.
5. Prepares and administers budgets; accounts for variances between projected and actual expenditures; in cooperation with the County's chief financial officer, develops budget instructions and procedures; reviews and comments on justifications for funding requests and staffing levels; monitors expenditures to assure compliance with budgets and County policies; identifies, applies for and manages grant programs such as Community Development and Community Services Block Grants and other Federal and State grant programs.
6. Analyzes proposals and develops recommendations to the Board of Commissioners regarding policies and programs, 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 Commissioners.
7. Administers the preparation of Commission meeting agendas, attends Commission meetings; makes oral and written presentations to the Board of 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.

8. Implements the Commission's legislative advocacy program; analyzes proposed legislation and administrative regulations for their impact on County operations; reviews and makes recommendations to the Commission regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
9. Investigates and resolves complaints and concerns regarding County programs, services and facilities; acts as liaison with cities, other counties, and with regional, State and Federal agencies on a broad range of matters.
10. Manages the County's loss control program; worker's compensation; employee safety program, property and liability insurance; purchasing and other ancillary County programs.

## **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; laws and regulations which pertain to County operations, services and programs.

*Ability to* develop policies and goals consistent with Commission directives; effectively administer projects and operations consistent with County policies and goals; supervise staff; plan, direct and evaluate the work of staff; 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 operation 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; 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 degree in business or public administration and at least five years of County or other public agency administrative experience including responsibility for management of staff and programs.

## **PHYSICAL DEMANDS:**

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; strength and stamina to drive long distances and to perform occasional light lifting, reaching, and bending, and long periods of standing.

## **WORKING 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; frequent extended work hours.

**FLSA STATUS:**

Exempt.

The duties listed above are intended only as illustrations of the various types of work that may be performed.  
The omission of specific statements of duties does not exclude them from the position  
if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee  
and is subject to change by the employer as the needs of the employer and requirements of the job change.



**ADMINISTRATIVE ASSISTANT****DEFINITION:**

Under direction, provides administrative and staff support to the County Administrator; independently completes on-going and special projects; makes studies of methods, procedures and administrative problems and recommends improvements or solutions; and performs other work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Position provides a comprehensive range of administrative support services to the County Administrator.

**EXAMPLES OF DUTIES:**

The duties listed below are examples of the work typically performed by employees in this class. 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 any single position in this class.

1. Coordinates administrative activities for variety of programs managed by County Administrator; assists in the development and implementation of administrative policies and procedures through research and analysis; makes recommendations on procedures, work flow, training needs, and equipment use; may supervise clerical employees.
2. Conducts studies; completes a variety of organizational and administrative projects involving research and analysis; collects data and analyzes work programs and cost estimates in connection with various County budgets; assists in the preparation of budgets.
3. Researches, analyzes and makes recommendations on potential programs for funding under special grant programs; prepares grant applications; administers grant programs such as Community Development and Community Services Block Grants and other Federal and State grant programs; prepares and administers grant budgets; conducts meetings of grant program participants; completes financial and narrative reports regarding grant funded activities.
4. Assists in administering the County's personnel system; answers questions and provides information regarding County personnel policies, procedures and contracts; assists in administering classification and compensation plan; conducts salary surveys; drafts job classification specifications; coordinates the recruitment and selection of applicants for County employment; writes and places advertisements; reviews and keeps records of applications received; assists in preparing or selecting applicant screening tests; provides instructions to participants on interview panels; drafts job offer letters and letters to unsuccessful applicants; schedules physical examinations; conducts background checks.
5. May serve as County Administrator's representative on the management collective bargaining team; gathers information and prepares reports in support of management's positions in collective bargaining.
6. Assists with development of and conducts employee training programs including employee orientation, health and safety training, and other employee training and development programs; administers various non-monetary employee benefit programs such as, the Family Medical Leave Act (FMLA), the Americans With Disabilities Act (ADA) and other such programs; coordinates committee activities, meetings and related responsibilities and assigned projects, such as the County Safety Committee.
7. Coordinates County's Drug and Alcohol Testing Program; makes arrangements with supervisors for random drug/alcohol screening of employees; receives confidential test results from health care providers; maintains confidential records regarding results of drug/alcohol tests; makes recommendations regarding policy updates and revisions.
8. Serves as the liaison with County departments to troubleshoot computer related problems; develops, updates and maintains online information such as the County Home Page; maintains internet access; utilizes online capabilities to research a variety of topics and maintain an online link with various information sources.

9. Represents County Administrator with County departments, governmental agencies, and community groups as assigned; may make oral and written presentations to Board of County Commissioners and to other public and private groups.
10. Writes and types correspondence, transcripts, forms, agendas, minutes, reports, resolutions, and other documents.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Ability:**

*Knowledge of* administrative techniques used in budgeting, accounting and office management; data collection and report writing; office methods and procedures; computer systems applications; functions of various governmental departments and agencies.

*Ability to* understand, interpret and apply rules, regulations and ordinances; gather and analyze a variety of data and prepare appropriate reports; communicate orally and in writing; independently carry out an assortment of special and on-going projects; supervise the work of clerical staff; type at a rate sufficient to perform assigned duties.

### **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:

Completion of two years of college which included course work in public administration or business administration, accounting, human resources, economics, English, and related fields, plus two years of experience related to general administration, accounting, human resources or budgetary analysis which included research, analysis and the preparation of written reports related to the administration of on-going or special projects and utilization of automated technology.

## **PHYSICAL DEMANDS:**

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials; moving from place-to-place within the office; some reaching for items above and below desk level.

## **WORKING 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; frequent extended work hours.

## **FLSA STATUS:**

Exempt.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## PERSHING COUNTY CLASS SPECIFICATION

### ADMINISTRATIVE ASSISTANT TO COUNTY COMMISSIONERS

#### DEFINITION

Under direction of the Pershing Board of County Commissioners, provides administrative and clerical support to the members of the Board of Commissioners; independently completes ongoing and special projects; makes studies of administrative issues and reports findings; and performs other work as assigned.

#### DISTINGUISHING CHARACTERISTICS

The employee in this position is appointed by and serves at the pleasure of the Pershing Board of County Commissioners.

#### EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by the employee in this class. Not all assigned duties may be listed. *Marginal duties (shown in italics)* are those which are non-essential job functions for this class.

1. Coordinates office support activities for the Pershing County Board of Commissioners; assists in the development and implementation of administrative policies and procedures by gathering and analyzing data.
2. Conducts studies; completes a variety of organizational and administrative projects involving research and analysis. prepares reports for presentation or submission to the appropriate sources.
3. Assists public and other departments or agencies, in person and by phone, by answering inquiries related to County services and programs; explains rules, policies and procedures; explains proper use and completion of forms and documents.
4. Maintains records and files; compiles and assembles information from files, records and regulations in response to inquiries from the general public or to assist County staff; types a variety of material including graphs, charts, reports, resolutions, forms, and legal documents; composes correspondence.
5. Administers special grant programs such as the CDBG program; prepares and administers grant budgets; conducts meetings of grant program participants; completes financial and narrative reports regarding grant funded activities.
6. Writes and types correspondence, agendas, reports, and other documents; gathers and assembles agenda packets for Board of Commissioners and other formal meetings.
7. May represents the Pershing County Board of Commissioners with other governmental agencies, and at community functions; participates in various committees; may serve as chairperson; facilitate the meetings; prepare agendas, minutes and make regular reports to the Pershing County Board of Commissioners.

## **PERSHING COUNTY CLASS SPECIFICATION**

### **QUALIFICATIONS FOR EMPLOYMENT**

#### **Knowledge and Ability**

*Knowledge of:* basic regulations and principles applicable to bookkeeping and financial record keeping principles and methods; data collection and report writing; office management; practices and procedures, including filing and the operation of standard office equipment; basic record management principles and practices, record keeping methods and filing systems; correct English usage including spelling, grammar and punctuation; business arithmetic; principles of general accounting and municipal/fund accounting; business correspondence forms and styles; functions of various governmental agencies.

*Ability to:* understand, interpret and apply rules, regulations and ordinances; gather and analyze a variety of data and prepare appropriate reports; perform detailed record keeping work using numerical data and requiring calculations; understand oral and written instructions and policies and independently act upon the instructions and policies; apply the principles of accounting to maintenance of financial records; organize work to meet deadlines; make appropriate decisions independently and in accordance with established policy; establish and maintain effective working relationships with employees and the general public; work harmoniously and tactfully with other employees, representatives of organizations conducting business with the County and the general public; compose routine correspondence and narrative reports; perform detailed office work; operate standard office equipment including a word processor or computer terminal; organize and maintain accurate files and records; provide factual information both in person and on the telephone; accurately type at a rate sufficient to perform assigned duties.

#### **Special Requirements**

May require possession of a valid Nevada driver's license at time of appointment.

#### **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:

Course work in public or business administration, management, accounting, economics, English, or a related field plus two years performing administrative or executive secretarial tasks which includes experience related to general administration, or budgetary analysis and research, writing reports or the administration of on-going or special projects.

#### **Physical Demands**

Strength, dexterity, coordination and vision to use keyboard and video display terminal. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 lbs. such as, files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level.

### **WORKING CONDITIONS**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; dealing with uncooperative, upset individuals in the office and in the field.

**FLSA Status:** Non-Exempt

October, 1996

400 Main Street  
P. O. Drawer E  
Lovelock, NV 89410  
775-273-2342/775-273-5078  
kwesner@pershingcounty.net

**Pershing County  
Board of  
Commissioners**

# Fax

<b>To:</b> Commissioner Ray Williams	<b>From:</b> Karen Wesner, Admin. Assist.
<b>Fax:</b> 775-964-2640-2455	<b>Pages:</b>
<b>Phone:</b>	<b>Date:</b>
<b>Re:</b> Job Description-Admin. Assist.	<b>CC:</b>
<input type="checkbox"/> <b>Urgent</b> <input checked="" type="checkbox"/> <b>For Review</b> <input type="checkbox"/> <b>Please Comment</b> <input type="checkbox"/> <b>Please Reply</b> <input type="checkbox"/> <b>Please Recycle</b>	

**DRAFT ONLY**  
**FOR COMMISSION CONSIDERATION**

LANDER COUNTY

Job Description

**Office Manager**

**Grade:** N/A  
**Classification:** Unclassified – Office manager  
**Position:** Full Time  
**Probationary Period:** Six Months  
**Position Status:** FLSA exempt

**DEFINITION:** Under general supervision of the Lander County Board of Commissioners, performs a variety of administrative, organizational and research duties. Position requires extreme confidentiality, initiative, independent judgment, administrative expertise, and strong interpersonal skills.

**DISTINGUISHING CHARACTERISTICS:** Works under the direction of the Commission and expected to provide a full range of support services. Uses independent discretion to execute duties delegated by the Commission, and in certain circumstances, to act on behalf of the Commission.

**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.

1. Assist the Commission in oversight of the Battle Mountain Airport and in administration of the FBO (Fixed Base Operator) contract at the Battle Mountain Airport. Assist the Commission and the Austin Airport Board in oversight of airport in Austin.
2. Assist the Commission in the administration of the management services contract for the Mountain View Golf Course.
3. Assist the Commission in coordination of the flow of information for departments under the auspices of the Commission. Provide administrative support for the Commission in oversight of departments under the auspices of the Commission.
4. Assist the Commission in personnel issues, including the coordination of the employee evaluation process, for departments under the auspices of the Commission.
5. Assist the Commission in oversight of the mosquito abatement program including contract administration for the entomologist and any subcontractors.

6. Assist the Commission in oversight, planning and developing financing alternatives for certain capital projects.
7. Assist the Commission in monitoring the County's Capital Improvement Plan.
8. Assist the Commission in preparation and monitoring of operating and certain capital budgets.
9. Assist the Commission in administration of cooperative and interlocal agreements.
10. Respond to requests or complaints from county employees or the general public; refers request and complaints to appropriate staff or the Board of County Commissioners; provides written follow-up, if necessary.
11. Conduct research, prepare reports, make recommendations for Commission action and draft responses to assist the Commission.
12. Assist the Commission in coordination and communication with the County's advisory boards, which may include research, report preparation and recommendation for action by the Commission for issues addressed by advisory boards.
13. Assist the Commission and department heads under the auspices of the Commission in drafting policies, procedures and Lander County Standard Practices for review and approval by the Board of County of Commissioners.
14. Assist the Commission and department heads under the auspices of the Commission in procurement, including review of bid packets and requests for proposals, and in monitoring the Lander County procurement function.
15. Provide general administrative support for the Commission.
16. Other duties as required.

#### **MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

**Knowledge and Ability:** Knowledge of (i) administrative techniques used in budgeting, personnel, contract administration, procurement, operations, and general office management; (ii) research, documentation and report writing; (iii) the functions of various governmental agencies; (iv) general computer information systems and current office computer application programs; (v) methods to deliver cost-effective, customer-oriented local government operations.

Ability to (i) understand, interpret and apply rules, policies, practices, procedures, regulations and ordinances; (ii) gather and analyze a variety of data and prepare appropriate reports; (iii) exhibit highly effective oral and written communications; (iv) independently carry out an assortment of special and on-going projects; (v) work efficiently and effectively under

pressure of deadlines, conflicting demands, and emergencies; (vi) work effectively with County staff, elected and appointed officials, members of elective and appointive bodies outside Lander County and members of the general public; and (vii) assist in the design of streamlined policies, practices and procedures and consistently and fairly implement the approved policies and procedures.

**Experience and Training:** A bachelor's degree with major in public or business administration, management, accounting, economics, human resources, or a related field is required. Five years of experience in such fields may be substituted for the bachelor's degree.

Two years experience in an administrative capacity is preferred.

Also, direct working experience with governmental board or commission is preferred.

**License(s)/Certificate(s):** None 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.

Duties require sufficient mobility to use standard office equipment including calculator, computer and telephone and sufficient vision to read detailed narrative documentation, computer printouts and other material related to work requirements. Strength and stamina to sit at a desk for extended periods, perform occasional light lifting (up to 25 pounds), perform tasks requiring reaching, squatting and bending; and endure long periods of standing.

Date Approved/Amended: DRAFT PENDING APPROVAL.

*Nothing in this job description creates any contractual relationship between*

*Lander County and Applicant/Employee.*

*Lander County is an equal opportunity employer.*

*Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_ this  
day of \_\_\_\_\_, 201 \_\_\_\_\_.

Signed:





LANDER COUNTY  
Job Description  
**ASSISTANT TO THE COMMISSION  
HUMAN RESOURCE DIRECTOR**

**Grade:** N/A  
**Classification:** Assistant to the Commission/ Human Resource Director  
**Position:** Full Time  
**Probationary Period:** N/A  
**Position Status:** FLSA exempt

**DEFINITION:** Under general supervision of the Lander County Board of Commissioners, performs a variety of administrative, financial, human resource and research duties. Position requires extreme confidentiality, initiative, independent judgment, administrative expertise, and strong interpersonal skills.

**DISTINGUISHING CHARACTERISTICS:** Works under the direction of the Commission and expected to provide a full range of support services. Uses independent discretion to execute duties delegated by the Commission, and in certain circumstances, to act on behalf of the Commission.

**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.~~

1. Assist the Commission in managing the operations of the Battle Mountain Airport and in administration of the FBO (Fixed Base Operator) contract at the Battle Mountain Airport. Assist the Commission in oversight of airport in Austin.
2. Assist the Commission in the administration of the Golf Pro contract for the Mountain View Golf Course.
3. Assist the Commission in oversight of the departments under the auspices of the Commission. Provide administrative support for the Commission.
4. Assist the Commission in personnel issues, including administration of the County's drug testing program.
5. Assist the Commission in the operation of the mosquito abatement program including contract administration for the entomologist and pilot.
6. Assist the Commission in oversight, planning and financing for certain capital projects.
7. Assist the Commission in preparation and monitoring of the County's Capital Improvement Plan.

8. Assist the Commission in preparation and monitoring of operating and certain capital budgets.
9. Assist the Commission in administration of cooperative and interlocal agreements.
10. Respond to requests or complaints from county employees or the general public; refers request and complaints to appropriate staff or resolves problem; provides written follow-up, if necessary.
11. Conduct research and prepares reports or drafts responses to assist the Commission and make recommendations to it.
12. Assist the Commission in risk management, accident reporting, and insurance procurement.
13. Assist the Commission in oversight of the County's advisory boards which may include research and preparation for the Commission's recommendations for issues addressed by advisory boards.
14. Assist the Commission in efforts to maximize the use of County assets.
15. Assist the Commission in drafting policies and procedures for review and approval by the County board of Commissioners.
16. Assist the Commission in procurement, including preparation of bid packets and requests for proposals, and in monitoring the purchasing function.
17. Assist the Commission in training programs.
18. Assist in administering the human resources functions for the County.
19. Provide administrative support for the Commission.
20. Other duties as required.

#### **MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

**Knowledge and Ability:** Knowledge of (i) administrative techniques used in budgeting, accounting, personnel, contract administration, procurement, operations, and management; (ii) research, preparation, and report writing; (iii) the functions of various governmental agencies; (iv) general computer systems and applications; (v) human resource functions and laws, labor relations and negotiations, and collective bargaining agreements with labor organizations; and (vi) methods to improve cost-effective, customer oriented local government operations.

Ability to (i) understand, interpret and apply rules, regulations and ordinances; (ii) gather and analyze a variety of data and prepare appropriate reports; (iii) communicate orally and in writing; (iv) independently carry out an assortment of special and on-going projects; (v) work efficiently under pressure of deadlines, conflicting demands, and emergencies; (vi) work effectively with County staff, members of elective and appointive bodies and members of the general public; (vii) make well informed and timely decisions; and (viii) design streamlined policies and procedures and consistently and fairly implement the approved policies and procedures.

**Experience and Training:** A bachelor's degree with major in public or business administration, management, accounting, economics, human resources, or a related field is required. Five years of experience in such fields may be substituted for the bachelor's degree.

Two years experience in an administrative capacity is preferred.

Also, direct working experience with governmental board or commission is preferred.

**License(s)/Certificate(s):** None 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.

Duties require sufficient mobility to use standard office equipment including calculator, computer and telephone and sufficient vision to read detailed narrative documentation, computer printouts and other material related to work requirements. Strength and stamina to sit at a desk for extended periods, perform occasional light lifting (up to 15 pounds), reaching, squatting and bending; and endure long periods of standing.

Date Approved/Amended: April 26, 2004.

*Nothing in this job description creates any contractual relationship between  
Lander County and Applicant/Employee.  
Lander County is an equal opportunity employer.  
Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Signed:

  
  
\_\_\_\_\_

LANDER COUNTY  
Job Description  
**EXECUTIVE SECRETARY**  
Office of the Executive Director

Grade: 18  
Classification: Executive Secretary  
Position: Full Time  
Probationary Status: 6 Months  
Position Status: FLSA Non-Exempt

**DEFINITION:** Under direction, performs a variety of secretarial assignments and administrative support services for the Office of the Executive Director and to various County Advisory Boards (such as Regional Transportation Commission, Lander County Public Lands Use Advisory, Planning Commission, Battle Mountain Civic Center Board, Battle Mountain Airport Board, Austin Airport Board, Battle Mountain Livestock Events Center Advisory Board) and has responsibility for assigned tasks.

**DISTINGUISHING CHARACTERISTICS:** Position is assigned to the Office of the Executive Director in Battle Mountain and performs duties assigned by the Executive Director. Independently plans and carries out work assignments in accordance with established policies and procedures but consults Executive Director when unusual situations arise, both to seek guidance and to alert her to the situation.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically assigned/performed by employees in this class. An employee may be assigned duties that are not listed below but which are reasonably related to this classification.

1. Composes and types correspondence, reports, memoranda, and other documents.
2. Acts as receptionist; answers telephone and personal inquiries either first-hand or through referral; refers visitors and secures and transmits routine information.
3. Files documents, retrieves documents from files, prepares new files, and maintains files.
4. Opens and sorts mail, packages, and other incoming reports.
5. Inventories and purchases office supplies.
6. Copies documents as necessary and assembles copied materials.
7. Assists other departments, agencies, or the public, in person or by telephone, by answering inquiries related to department records, services, and programs, explaining rules, policies and procedures, explaining proper use and completion of forms and documents.
8. Assists with the preparation of materials for the Commissioners meetings, including agenda and packet.
9. Assists in the development and implementation of policies and procedures.
10. Schedules and attends Advisory Board meetings, records, and transcribes minutes.
11. Coordinates preparing agenda items for Advisory Board meetings, distributes and posts agenda, notifies persons involved, and prepares packets.

## EXECUTIVE SECRETARY

Page 2 of 3

12. Compiles and assembles information from files, records, and regulations in response to inquiries for general or specific technical information.
13. Prepares, distributes, and maintains official records for Advisory Boards, Committees, and Commissions.
14. Thorough knowledge of Advisory Board duties, procedures, ordinances, and statutes, and election process and laws that pertain to Lander County.

### ESSENTIAL FUNCTIONS OF THE JOB:

1. Must be knowledgeable of English grammar, spelling, and arithmetic.
2. Must know word processing such as Word Perfect or Word and spreadsheet such as Lotus 123 or Excel.
3. Must have the skill to communicate with employees in other work units and with other people outside the organization.
4. Must be able to understand and carry out oral and written instructions.
5. Must be able to file into and retrieve from a standard 5-drawer filing cabinet.
6. Must be able to sit for long periods of time at a desk and computer console.
7. Must be able to operate a computer and learn new computer programs with little or no assistance.

### MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

**Knowledge of** English grammar, spelling, and arithmetic, computer system applications such as Word Perfect or Word, Lotus 123 or Excel, office procedures and operations, office machines, file organization, purchasing procedures, research, data collection, and report writing.

**Ability to** efficiently perform tasks with distraction and interference, deal tactfully and equitably with people and to communicate effectively, both orally and in writing, understand and carry out oral and written instructions, read and understand correspondence, reports, letters, and other documents, file and locate documents within an alphabetical/numerical filing system, write clear and concise memo, reports, and letters, organize and maintain research documents, direct questions and know where to find answers for the public, operate office equipment (such as computer, copy machine, typewriter, fax machine), perform the duties of recording secretary of Advisory Boards, understand, interpret and apply rules, regulations, and ordinances, gather, analyze and interpret a variety of data and prepare appropriate reports, independently carry out an assortment of special and on-going projects, and learn new computer programs with minimal instruction.

**Experience and Training:** High school diploma or any combination of experience, education, and training that demonstrates possession of required knowledge, skills, and abilities.

**License(s)/Certificate(s):** Possession of a current Nevada driver's license.

**Post Job Offer Physical Examination:** A post job offer physical examination is required.

**PHYSICAL DEMANDS:** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of item weighing up to fifty pounds, files stacks of paper, reference and other materials. Moving from place to place within the office, some reaching for items above and below desk level.

**WORKING CONDITIONS:** Generally clean work environment with limited exposure to conditions of dust, fumes, odors, and noise. Work is inside with thermo-controlled heating and air conditioning.

**DRUG SCREEN:** A pre-employment drug screen is required.

Date Approved/Amended: April 27, 1998

***Nothing in this job description creates any contractual relationship between Lander County and Applicant/Employee. Lander County is an equal opportunity employer. Lander County is a drug free work place.***

A copy of this job description was received by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_

LANDER COUNTY  
Job Description  
**COMMUNITY SERVICES OFFICER**  
Community Development Department

**Grade:** N/A  
**Classification:** Immediate Assistant to the Department Head  
**Position:** Full Time  
**Probationary Status:** None, At Will Employee  
**Position Status:** FLSA Exempt  
Not Covered by Collective Bargaining Agreement

**PURPOSE AND DESCRIPTION**

Researches, analyzes, and prepares various technical reports for the Planning Function and Planning Commission. Assists in the planning and development of economic development and revitalization programs and projects. Serves as Program Administrator for the Yucca Mountain Oversight Program. Position will also perform responsibilities as needed in all functions controlled by the Building Official, including but not limited to building maintenance and building inspection, and special projects as assigned by the Executive DirectorCommunity Development Director.

**SUPERVISION RECEIVED**

Works under the direction of the Executive DirectorCommunity Development Director.

**SUPERVISION EXERCISED**

None. *Tenile*

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically assigned/performed by employees in this class. An employee may be assigned all duties and may be assigned duties that are not listed below.

1. Reviews rezoning, conditional use permits, variance, and other planning related applications.
2. Reviews planning issue maps for technical correction.
3. Researches existing parcel maps for planning information.
4. Assists in the development of zone changes, reversion to acreages, boundary line adjustments, road abandonments, easements, development agreements, and other pertinent documentation.
5. Conducts research for issuance of business licenses.
6. Researches and responds to zoning violations.
7. Coordinates and attends Planning Commission meetings and coordinates the efforts of the Planning Commission with other departments.
8. Prepares reports and recommendations to the Executive DirectorCommunity Development Director for Planning Commission, Board of County Commissioners meetings and economic development/revitalization meetings.
9. Works with County and other surveyors in the creation of Mylars.
10. Assists in the development of County ordinances regarding planning issues.
11. Assists in the planning and development of Economic Development programs.
12. Assists in the planning and development of revitalization projects.
13. Assists in the development of planning policies and procedures.

- Correspondence*
14. Reviews correspondencescorresponds regarding Yucca Mountain.
  15. Provides direction to County staff and contractors working under the Yucca Mountain Oversight Program.
  16. Provides periodic updates to the Board of County Commissioners regarding the Yucca Mountain Oversight Program.
  17. Attends Repository related meetings.
  18. Helps coordinate public information efforts regarding Yucca Mountain.
  19. Oversees the Yucca Mountain-Lander County website development and update.
  20. Assists with the development of Geographic Information System (GIS).
  21. Develops work plans and prepares budget recommendations regarding the Yucca Mountain Oversight Program.
  22. Manages the Yucca Mountain public library/information.

Performs responsibilities of the Community Development Director in his/her absence

## **DESIRED QUALIFICATIONS**

### ***Education and Experience***

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:

Major course work in planning, land use, or economic/community development; or

High school graduation or equivalent plus two years work experience in planning and/or economic/community development.

### ***Necessary Knowledge, Skills and Abilities***

***Knowledge of*** (i) planning, economic/community development and building department policies and procedures; (ii) planning and land use techniques; (iii) research, preparation, and report writing, (iv) the functions of various governmental agencies; and (v) general computer systems and applications.

***Ability to*** (i) understand, interpret and apply rules, regulations and ordinances; (ii) gather and analyze a variety of data and prepare appropriate reports; (iii) communicate orally and in writing; (iv) independently carry out an assortment of special and on-going projects; (v) work efficiently under pressure of deadlines, conflicting demands, and emergencies; (vi) work effectively with County staff, members of elective and appointive bodies and members of the general public; (vii) make well-informed and timely decisions; (viii) design streamlined policies and procedures and consistently and fairly implement the approved policies and procedures; and (ix) pursue further education, training and certification.

***Post Job Offer Physical Examination:*** A post job offer physical examination, including drug screen, is required.

### ***License(s)/Certificate(s):***

Possession of a Valid Nevada driver's license; ICBO Certification as required by NRS chapter 278 and established by Lander County or the ability to obtain within two years of employment.



### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software and email, calculator, copy machine, fax machine, telephone, digital camera and various building inspection tools.

### **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.

Strength, stamina and dexterity for lifting heavy objects, walking, bending, stooping, climbing, reaching and standing and sitting at a desk for extended periods; vision to identify materials and read measuring devices, detailed narrative documentation, computer printouts and other materials related to work requirements; sufficient mobility to use standard office equipment including calculator, computer and telephone; must be alert at all times for emergency situations, both physical and mental. Ability to climb into and out of, and work in confined spaces.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally clean work environment with limited exposure to conditions of dust, fumes, odors, and noise; periodic contact with angry and upset individuals; frequent interruptions of planned work and activities by telephone calls, office visitors and response to unplanned events. Work is inside with thermo-controlled heating and air conditioning. Occasional exposure to outdoors with exposure to elements of the weather when performing the responsibilities of the Building Official.

Date Approved/Amended:

*Nothing in this job description creates any contractual relationship between  
Lander County and Applicant/Employee.  
Lander County is an equal opportunity employer.  
Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_

LANDER COUNTY  
Job Description  
**COMMUNITY SERVICES OFFICER**  
Community Development Department

**Grade:** N/A  
**Classification:** ~~Immediate Assistant to the~~ Department Head  
**Position:** Full Time  
**Probationary Status:** None, At Will Employee  
**Position Status:** FLSA Exempt  
Not Covered by Collective Bargaining Agreement

**PURPOSE AND DESCRIPTION**

Researches, analyzes, and prepares various technical reports for the Planning Function and Planning Commission. Assists in the planning and development of economic development and revitalization programs and projects. Serves as Program Administrator for the Yucca Mountain Oversight Program. ~~Position will also perform responsibilities as needed in all functions controlled by the Building Official, including but not limited to building maintenance and building inspection, and special projects as assigned by the Executive Director Community Development Director.~~ *BOARD of COUNTY COMMISSIONERS.*

**SUPERVISION RECEIVED**

Works under the direction of the ~~Executive Director Community Development Director.~~  
*BOARD of COUNTY COMMISSIONERS.*

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically assigned/performed by employees in this class. An employee may be assigned all duties and may be assigned duties that are not listed below.

1. Reviews rezoning, conditional use permits, variance, and other planning related applications.
2. Reviews planning issue maps for technical correction.
3. Researches existing parcel maps for planning information.
4. Assists in the development of zone changes, reversion to acreages, boundary line adjustments, road abandonments, easements, development agreements, and other pertinent documentation.
5. Conducts research for issuance of business licenses.
6. Researches and responds to zoning violations.
7. Coordinates and attends Planning Commission meetings and coordinates the efforts of the Planning Commission with other departments *and the community.*
8. Prepares reports and recommendations to the ~~Executive Director Community Development Director~~ *and the* Planning Commission, Board of County Commissioners; *attends, organizes and coordinates* meetings and economic development revitalization ~~meetings~~ *issues and forums.*
9. Works with ~~County~~ *the Surveyor* and other surveyors in the creation of Mylars. *zoning, community development and economic development*
10. Assists in the development of County ordinances regarding planning *and implementation* issues.
11. Assists in the planning and development of Economic Development programs.
12. Assists in the planning and development of revitalization projects.
13. Assists in the development of planning policies and procedures.

14. Reviews correspondence <sup>responds</sup> regarding Yucca Mountain.
  15. Provides direction to County staff and contractors working under the Yucca Mountain Oversight Program.
  16. Provides periodic updates to the Board of County Commissioners regarding the Yucca Mountain Oversight Program.
  17. Attends <sup>Nuclear Waste</sup> Repository related meetings.
  18. Helps coordinate public information efforts regarding Yucca Mountain.
  19. Oversees the Yucca Mountain-Lander County website development and update.
  20. Assists with the development of Geographic Information System (GIS).
  21. Develops work plans and prepares budget recommendations regarding the Yucca Mountain Oversight Program.
  22. Manages the Yucca Mountain public library/information.
  23. <sup>AS</sup> Oversees contract for janitorial services for Lander County buildings and the part-time janitor in Austin.
- Performs responsibilities of the Community Development Director ~~in his/her absence~~

## DESIRED QUALIFICATIONS

### *Education and Experience*

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:

Major course work in planning, land use, or economic/community development; or

High school graduation or equivalent plus two years work experience in planning and/or economic/community development.

### *Necessary Knowledge, Skills and Abilities*

**Knowledge of** (i) planning, economic/community development and building department policies and procedures; (ii) planning and land use techniques; (iii) research, preparation, and report writing, (iv) the functions of various governmental agencies; and (v) general computer systems and applications.

**Ability to** (i) understand, interpret and apply rules, regulations and ordinances; (ii) gather and analyze a variety of data and prepare appropriate reports; (iii) communicate orally and in writing; (iv) independently carry out an assortment of special and on-going projects; (v) work efficiently under pressure of deadlines, conflicting demands, and emergencies; (vi) work effectively with County staff, members of elective and appointive bodies and members of the general public; (vii) make well-informed and timely decisions; (viii) design streamlined policies and procedures and consistently and fairly implement the approved policies and procedures; and (ix) pursue further education, training and certification.

**Post Job Offer Physical Examination:** A post job offer physical examination, including drug screen, is required.

### *License(s)/Certificate(s):*

Possession of a Valid Nevada driver's license; ~~ICBO Certification as required by NRS chapter 278 and established by Lander County or the ability to obtain within two years of employment.~~

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software and email, calculator, copy machine, fax machine, telephone, digital camera ~~and various building inspection tools.~~

#### 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.

Strength, stamina and dexterity for lifting heavy objects, walking, bending, stooping, climbing, reaching and standing and sitting at a desk for extended periods; vision to identify materials and read measuring devices, detailed narrative documentation, computer printouts and other materials related to work requirements; sufficient mobility to use standard office equipment including calculator, computer and telephone; must be alert at all times for emergency situations, both physical and mental. ~~Ability to climb into and out of, and work in confined spaces.~~

#### WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally clean work environment with limited exposure to conditions of dust, fumes, odors, and noise; periodic contact with angry and upset individuals; frequent interruptions of planned work and activities by telephone calls, office visitors and response to unplanned events. Work is inside with thermo-controlled heating and air conditioning. Occasional exposure to outdoors with exposure to elements of the weather, ~~when performing the responsibilities of the Building Official.~~

Date Approved/Amended:

*Nothing in this job description creates any contractual relationship between  
Lander County and Applicant/Employee.  
Lander County is an equal opportunity employer.  
Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed:

\_\_\_\_\_

LANDER COUNTY  
Job Description  
**BUILDING OFFICIAL**  
Community Development Department

**Grade:** N/A

**Classification:** Department Head

**Position:** Full-Time

**Probationary Period:** None, At Will Employee

**Position Status:** FLSA Exempt

**DEFINITION:** This position is under the supervision of, responsible to and reports to the Executive Director. The Building Official is defined in Lander County Code, Chapter 15.04 and is responsible for the duties of Building Inspector as defined in Lander County Code, Chapter 15.04. The Building Official is also responsible for supervising the operation of the Community Development Department which consists of the, planning, zoning, building maintenance and building inspection functions as well as oversight for certain capital improvement projects and is the Flood Damage Prevention Administrator as defined in Lander County Code, Chapter 15.20.120.

**DISTINGUISHING CHARACTERISTICS:** This position is assigned to the Community Development Department and is responsible for the administration of building and zoning codes as adopted in Lander County Ordinances, planning, direction, supervision and coordination of building and planning activities. The position is also responsible for administration of contracts for building maintenance services, including preventative maintenance. The position is responsible for planning, implementing, and overseeing certain capital improvement projects for building improvements. .

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Prepare annual operating and capital budget requests and multi-year capital improvements program requests.
2. Monitor all budgets assigned to the department.
3. Enforce and interpret building codes such as Uniform Building Code, Uniform Fire Code, Uniform Mechanical Code, ICBO Plumbing Code, Uniform Code for Abatement of Dangerous Buildings, and National Electrical Code.
4. Issue building permits and check plans as needed.
5. Perform building inspections.
6. Insure that all building permits issued conform to Lander County ordinances and zoning requirements.
7. Prepare and maintain records required by law and monthly reports to the Department of Manufactured Housing and the United States Department of Census.
8. Confer with and understand State Fire Marshall's Office, State Health Department, OSHA, State Contractors' Board, Board of Architects and other state offices as needed.
9. Responsible for follow up building code violations and zoning law violations, including follow-up inspections to insure that mandated compliance is completed.
10. Provide information to building permit applicants with setback requirements, general building requirements and any other pertinent information from Lander County ordinances and per NRS requirements.
11. Answer questions with relation to building and installation of projects and construction. Work closely with parties responsible for installation of hazardous and environmentally sensitive projects. Provide technical direction and assistance at building inspections.

12. Direct, train and supervise employees on proper procedures for all departmental functions. Coordinate building maintenance projects and capital improvement projects for building improvements as directed by the Executive Director.
13. Implement and adhere to all adopted policies and ordinances and implement all applicable occupational related training as pertains to the department.
14. Administer and implement Lander County's Flood Damage Prevention Program per Lander County Code, Chapter 15.20.

## **MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability:**

*Knowledge of:* (i) building codes; (ii) building inspection techniques; (iii) building maintenance functions, (iv) capital project management; (v) contract administration procedures; (vi) planning and zoning practices, (vii) planning and land use techniques; (viii) research, preparation and report writing; (ix) functions of various governmental agencies; (x) general computer systems and applications; (xi) budgetary procedures and (xii) supervision techniques.

*Ability to:* communicate effectively orally, audibly, and in writing; work effectively with public and employees; supervise; make accurate decisions; interpret building codes; learn Lander County ordinances.

### **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:

Graduation from high school with two years work experience in building inspection, construction, building maintenance and planning preferred.

### **License(s)/Certificate(s):**

Possession of a Valid Nevada driver's license; ICBO Certification as required by NRS chapter 278 and established by Lander County or the ability to obtain within two (2) years of employment.

### **Post Job Offer Physical Examination:**

A post job offer physical examination including pre-employment drug screen 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.

Strength, stamina and dexterity for lifting heavy objects, walking, bending, stooping, climbing, reaching and periods of standing; vision to identify materials and read measuring devices; must be alert at all times for emergency situations, both physical and mental. Ability to climb into and out of, and work in confined spaces.

### WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally clean work environment with limited exposure to conditions of dust, fumes, odors, and noise; periodic contact with angry and upset individuals; frequent interruptions of planned work and activities by telephone calls, office visitors and response to unplanned events. A portion of the work is inside with thermo-controlled heating and air conditioning.

Date Approved/Amended: October 11, 2004

*Nothing in this job description creates any contractual relationship between  
Lander County and Applicant/Employee.  
Lander County is an equal opportunity employer.  
Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

Signed:

\_\_\_\_\_

**LANDER COUNTY**  
**Job Description**  
**Building & Planning Technician**  
**Community Development Department**

**Grade:** N/A  
**Classification:** Salary  
**Position:** Full Time  
**Probationary Status:** 6 months  
**Position Status:** FLSA Exempt

**DEFINITION:** This position is under the direct supervision of the Building Official, performs building and planning duties to determine completeness of necessary documents and general compliance with adopted construction codes, local codes, and other local, state and federal requirements.. Collects data and prepares reports, provides information to the public to maintain code requirements. Position will also perform responsibilities and special projects as needed in all functions assigned to the Community Development Department.

**DISTINGUISHING CHARACTERISTICS:** Position is assigned to the Community Development Department. Independently plans and carries out work assignments in accordance with established policies and procedures but consults with the Building Official and Community Services Officer when unusual situations arise, both to seek guidance and to alert of situations.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically assigned/performed by employees in this class. An employee may be assigned any and all duties and may be assigned duties that are not listed below.

1. Acts as customer service representative answers a high volume of telephone calls assess and provide information or refer appropriately.
2. Provides clerical support to the Community Development Department; compose and type correspondence, reports, memoranda, agendas and other documents.
3. Files documents, retrieves documents from files, prepares new files and maintains files.
4. Opens and sorts mail, packages and other incoming material.
5. Assists with the issuance of business licenses, planning permits and building permits.
6. Assists with the preparation of materials for Advisory Board meetings, including agenda and packet.
7. Provides information to applicants regarding local, State and Federal regulations, general building requirements and any other pertinent information pertaining to building and planning.
8. Assists other departments, agencies or the public, in person or by telephone, by answering inquiries related to the department, interpreting rules, policies and procedures, explaining proper use and completion of forms and documents.
9. Assists with compiling information from files, records and regulations in response to inquiries for general or specific technical requests.
10. Prepares and maintains records required by law and produces monthly reports to the Department of Manufactured Housing and United States Department of Census.
11. Assists with reviewing building plans and applications for Business Licenses, Special Use Permits, Variances, zone change and other planning cases; checks for accuracy and completeness; contacts applicant to advise them of corrections necessary to ensure conformance with current zoning codes and building codes.
12. Coordinates building maintenance work orders and projects when requested.
13. Performs minor building inspections and/or provides assistance at building inspections.
14. Assists in the planning and development of Economic Development programs.
15. Assists in the development of County ordinances regarding building and planning issues.



16. Assists in the development of building and planning policies and procedures.
17. Implements and adheres to all adopted policies and ordinances and implements all applicable occupational related training as it pertains to the department.

**DESIRED QUALIFICATIONS FOR EMPLOYMENT:**

**EDUCATION AND EXPERIENCE:** 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: High school graduation or equivalent plus two years work experience in building, construction, planning, and/or economic/community development. Bilingual a plus.

**KNOWLEDGE OF:** (i) Community Development Department policies and procedures; (ii) planning, land use and building inspection techniques; (iii) building maintenance techniques, (iv) principles and procedures of clear and concise record keeping; (v) general computer systems and applications.

**ABILITY TO:** (i) understand, interpret and apply policies, procedures, rules, regulations and ordinances; (ii) research and analyze a variety of data and prepare appropriate reports; (iii) effectively communicate orally, audibly and in writing; (iv) independently carry out an assortment of special and on-going projects; (v) work efficiently under pressure of deadlines, conflicting demands, and emergencies; (vi) establish and maintain effective working relationships with employees and public; (vii) make well-informed and timely decisions.

**POST JOB OFFER PHYSICAL EXAMINATION:** A post job offer physical examination, including drug screen, is required.

**LICENSE(S)/CERTIFICATE(S):** Possession of a Valid Nevada driver's license; the ability to obtain ICBO Certification as required by NRS Chapter 278 and established by Lander County within two (2) years of employment.

**TOOLS AND EQUIPMENT USED:** Personal computer, including word processing and spreadsheet software, GIS software and email, calculator, copy machine, fax machine, telephone, digital camera and various building inspection tools.

**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.

Strength, stamina and dexterity for lifting heavy objects, walking, bending, stooping, climbing, reaching and standing. Sitting at a desk for extended periods; vision to identify materials and read measuring devices, detailed narrative documentation, computer printouts and other materials related to work requirements; sufficient mobility to use standard office equipment including calculator, computer and telephone; must be alert at all times for emergency situations, both physical and mental. Ability to climb into and out of, and work in confined spaces.

**WORKING ENVIRONMENT:** Generally clean work environment with limited exposure to conditions of dust, fumes, odors, and noise; periodic contact with angry and upset individuals; frequent interruptions of planned work and activities by telephone calls, office visitors and response to unplanned events. Majority of the work is inside with thermo-controlled heating and air conditioning. Occasional exposure to outdoors with elements of the weather expected when performing duties related to the Building Official.

*Nothing in this job description creates any contractual relationship between  
Lander County and Applicant/Employee.  
Lander County is an equal opportunity employer.  
Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed:

\_\_\_\_\_

**LANDER COUNTY**  
**Job Description**  
**Safety Manager**  
**Executive Director Department**

**Grade:** N/A  
**Classification:** Salary  
**Position:** Full Time  
**Probationary Status:** N/A  
**Position Status:** FLSA Exempt

**DEFINITION:** Under general supervision, position oversees and enforces all aspects of the county safety program and leads the county safety committee. Conducts, oversees and may deliver required or mandated training to county employees. Maintains, updates and creates new SOP's and/or SOG's within the County. Maintains a positive safety attitude and team building approach. Keeps current on local, state and federal policies, regulations and laws relating to safety/training and certifications. Maintains a positive relationship with employees, citizens and outside agencies. Provides effective communication skills, verbally and in writing. Ability to make county and public presentations. Works closely with the Executive Director and Emergency Services Director. Reports directly to the County Board of Commissioners. Oversees all aspects of the County EMS program and reports directly to the hospital CEO. Candidate does not necessarily require the technical expertise in all stated program areas, but incumbent must be able to come to speed in all County aspects in order to understand staff responsibilities/needs. Position will be a valuable resource to staff and maintain a good general working knowledge of local, state and federal policies and laws.

**DISTINGUISHING CHARACTERISTICS:** Position is assigned to the Office of the Executive Director. Independently plans and carries out work assignments in accordance with established policies and procedures but consults with the Executive Director, Sheriff and Building Official when unusual situations arise, both to seek guidance and to alert of situations.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically assigned/performed by employees in this class. An employee may be assigned any and all duties and may be assigned duties that are not listed below.

1. Develop, implement and present safety training/education programs and materials while remaining compliant with local, state and federal regulations.
2. Conduct Title VI training annually to increase employee awareness about the Civil Rights Act of 1964.
3. Interpret safety policies and procedures; respond to requests for information and assistance from employees, management and outside agencies regarding training needs.
4. Ability to speak in public and make presentations before audiences of different sizes.
5. Coordinate and implement policies, programs and procedures to be followed by departmental personnel in compliance with local, state and federal rules and regulations.
6. Research literature, laws, standards and technical development in occupational safety and recommend to management additions and/or changes to safety programs.
7. Ensure County remains compliant as related to Title VI, OSHA, hazardous materials, role in LEPC, fire, EMS, NCDOT and workers' compensation by keeping knowledge current.
8. Perform job safety audits and inspections.
9. Assist departments in designing and implementing an accident prevention plan.
10. Receive and investigate employee complaints of unsafe working conditions.
11. Work with state auditors and department heads during safety audits.
12. Assist the Board of Commissioners and Emergency Management Services Director in the administration of the County's safety and loss control programs.
13. Conduct statistical analysis and reports findings to management.
14. Compile and maintain all training records and inspections relating to safety.

15. Maintain library of all training and safety materials.
16. Maintain all training records as related to OSHA, hazardous materials, Title VI and NCDOT.
17. Maintain records of and run monthly motor vehicle reports to comply with the vehicle use policy; and letters to employees that have a violation.
18. Compile and submit reports to state and federal agencies when required.

**ESSENTIAL FUNCTION OF THE JOB:**

1. Must be proficient with Microsoft Office software.
2. Requires the ability to analyze and/or identify the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
3. Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.
4. Requires the ability to read a variety of correspondence, reports, ordinances, forms, charts, etc.
5. Requires the ability to prepare correspondence, reports, budgets, personnel records, requests for proposals, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
6. Requires the ability to speak before groups of people with poise, voice control and confidence.
7. Requires the ability to apply principles or logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
8. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
9. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, personnel and governmental terminology.
10. Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
11. Requires the ability to inspect items for proper length, width and shape.
12. Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.
13. Requires the ability to handle a variety of items such as office equipment.
14. Must have minimal levels of eye/hand/foot coordination.
15. Must have the ability to differentiate between colors and shades of color.
16. Requires the ability to deal with people beyond giving and receiving instructions.
17. Must be adaptable to performing under stress and when confronted with persons acting under stress.
18. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear).
19. Must be able to communicate via telephone; maintain 24/7 communication; develop 24/7/365 safety, preparedness, response network.

**EDUCATION AND EXPERIENCE:** An associate's degree in risk management (ARM or ACLM), business administration, occupational safety or related field plus three years of experience or any equivalent combination of training and experience which provides the required skills, knowledge, experience and abilities.

**KNOWLEDGE OF:** (i) Current local, state, federal policies, regulations and laws relating to safety and safety training; (ii) Title VI, ADAAA, OSHA, MSHA and hazardous materials protocols; (iii) training and effective communication techniques, (iv) principles and procedures of clear and concise record keeping; (v) general computer systems and applications.

**ABILITY TO:** (i) understand, interpret and apply policies, procedures, rules, regulations and ordinances; (ii) research and analyze a variety of data and prepare appropriate reports; (iii) effectively communicate orally, audibly and in writing; (iv) independently carry out an assortment of special and on-going projects; (v) work efficiently under pressure of deadlines, conflicting demands, and emergencies; (vi) establish and maintain effective working relationships with employees and public; (vii) make well-informed and timely decisions.

**POST JOB OFFER PHYSICAL EXAMINATION:** A post job offer physical examination, including drug screen, is required.

**LICENSE(S)/CERTIFICATE(S):** (i) a 40 hour OSHA course is required within one (1) year of hire; (ii) NSC Advance Safety Certification or equivalent (preferred) within one (1) year of hire; (iii) OSHA 500 Certification required within one (1) year of hire; (iv) NSC Defensive Driving Course Instructor (preferred) within one (1) year of hire; (v) valid Nevada Driver's License required at time of hire; (vi) must have an acceptable driving record in accordance with the County Vehicle Use Policy, required at time of hire;

**PHYSICAL DEMANDS:** Must be physically able to operate a variety of machinery and equipment including computers, printers, copiers, facsimile machines, calculators, audio visual equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

**WORKING ENVIRONMENT:** Generally clean work environment with exposure to conditions of dust, fumes, odors, and noise an expected and significant portion of the job; a periodic contact with angry and upset individuals; frequent interruptions of planned work and activities by telephone calls, office visitors and response to unplanned events. A substantial portion of the work is inside with thermo-controlled heating and air conditioning. Substantial exposure to outdoors with elements of the weather expected when performing duties related to the Safety Manager.

Date Approved/Amended, 2012.

*Nothing in this job description creates any contractual relationship between  
Lander County and Applicant/Employee.  
Lander County is an equal opportunity employer.  
Lander County is a drug free work place.*

A copy of this job description was received by \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_

## SPECIAL AGENDA

### LANDER COUNTY COMMISSIONERS MEETING TOWN BOARD OF BATTLE MOUNTAIN & AUSTIN BOARD OF COUNTY HIGHWAY COMMISSIONERS

DECEMBER 5, 2012

LANDER COUNTY COURTHOUSE  
COMMISSIONERS CHAMBER  
315 SOUTH HUMBOLDT STREET  
BATTLE MOUNTAIN, NEVADA

Also Via Teleconference At

AUSTIN COURTHOUSE  
COMMISSION OFFICE  
122 MAIN STREET  
AUSTIN, NEVADA

9:00 A.M. Call to Order  
Pledge of Allegiance  
\*Discussion for possible action regarding approval of Agenda Notice.

Public Comment - For non-agendized items only. *Persons are invited to submit comments in writing and/or attend and make comments on any agenda item at the Board meeting. All public comment may be limited to three (3) minutes per person, at the discretion of the Board. Reasonable restrictions may be placed on public comments based upon time, place and manner, but public comment based upon viewpoint may not be restricted.*

**\*COMMISSIONERS\***

- \*(1) Discussion for possible action to recommend written notice to terminate William E. Schaeffer's Conflicts Public Defender Contract and other matters properly related thereto.

*Public comment.*

- \*(2) Discussion for possible action regarding the possibility of a future position for a Lander County Engineer and/or Public Works Director and other matters properly related thereto.

*Public comment.*

- \*(3) Discussion for possible action regarding future positions, duties and responsibilities of the administrative offices for Lander County and other matters properly related thereto.

*Public comment.*

Public Comment - For non-agendized items only. *Persons are invited to submit comments in writing and/or attend and make comments on any agenda item at the Board meeting. All public comment may be limited to three (3) minutes per person, at the discretion of the Board. Reasonable restrictions may be placed on public comments based upon time, place and manner, but public comment based upon viewpoint may not be restricted.*

## ADJOURN

\*Denotes discussion/action item with information provided at the meeting. Action may be taken according to the "Nevada Open Meeting Law Manual" via a telephone conference call in which a quorum of the Board members is simultaneously linked to one another telephonically.

## NOTE: TIMES ARE APPROXIMATE

This is the tentative schedule for the meeting. The Board reserves the right to take items out of order to accomplish business in the most efficient manner. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

*Notice to persons with disabilities:* Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the County Clerk in writing at the Courthouse, 315 S. Humboldt Street, Battle Mountain, Nevada 89820, or call (775) 635-5738 at least one day in advance of the meeting.

## AFFIDAVIT OF POSTING

State of Nevada     )  
                              ) ss.  
County of Lander    )

Cathy Myers, Deputy Clerk, of said Lander County, Nevada, being duly sworn, says, that on the 29<sup>th</sup> day of November A.D., 2012, she posted a notice, of which the attached is a copy, at the following places: 1) Battle Mountain Civic Center, 2) Battle Mountain Post Office, 3) Lander County Courthouse and 4) Swackhamer's Plaza Bulletin Board, in said Lander County, where proceedings are pending.

CATHY MYERS, DEPUTY CLERK Cathy Myers

Subscribed and sworn to before me this 29<sup>th</sup> day of November 2012.

WITNESS Mary Ann Arney

**Lander County**  
**Board of Commissioners**

*Dean Bullock, Chair*

*Steven Stienmetz, Vice-Chair*

*Brian Garner, Member*

*David Mason, Member*

*Ray H. Williams, Jr., Member*

---



December 5, 2012

William E. Schaeffer, Esq.  
160 West Fourth Street  
PO Box 936  
Battle Mountain, NV 89820

Dear Mr. Schaeffer,

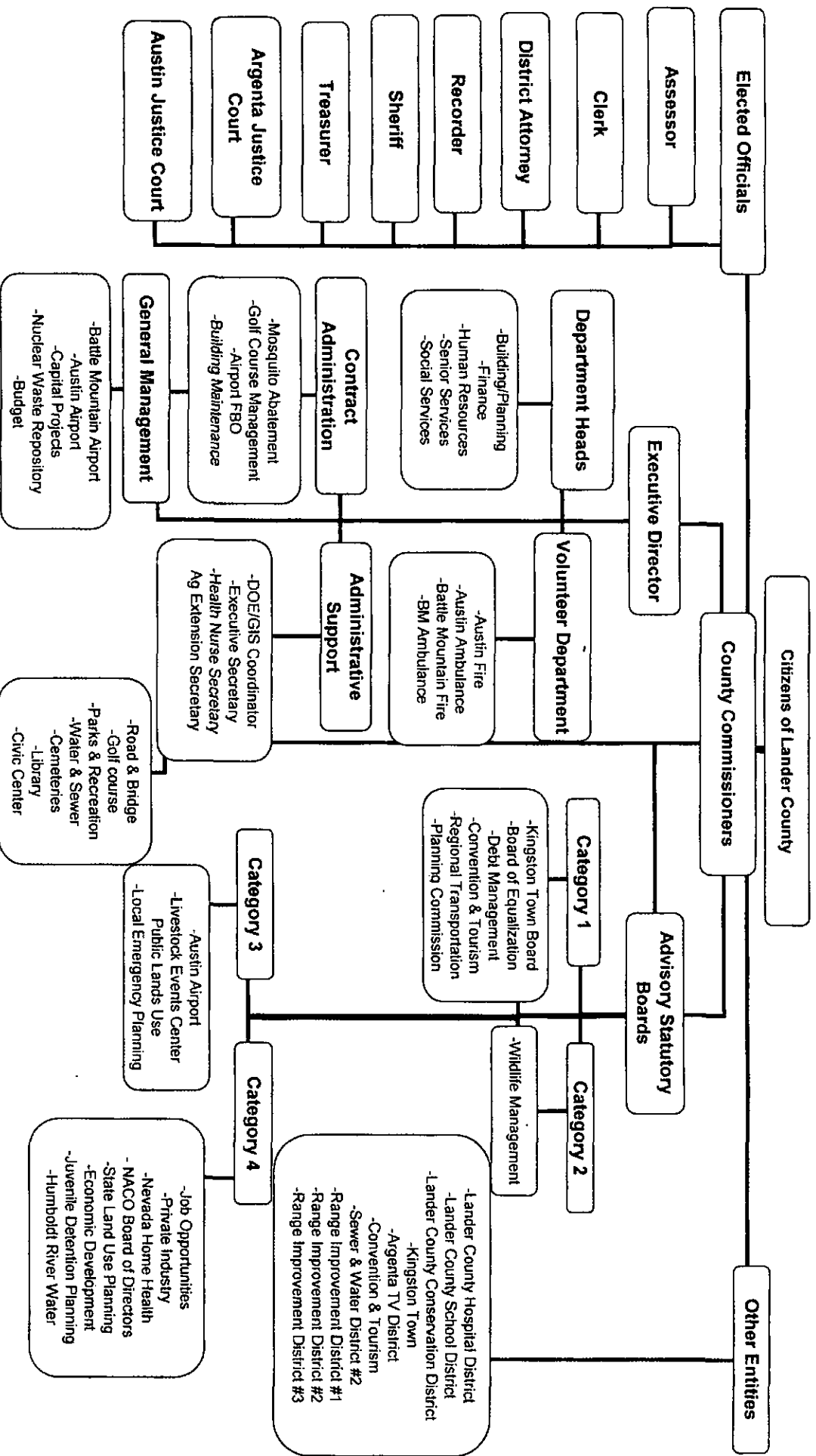
Lander County would like to thank you for your service as the conflict counsel for Lander County. Due to your new position as Justice Court Judge in Austin, Nevada, Lander County wishes to terminate its agreement with you.

This letter will serve as the thirty (30) day notice under paragraph seven (7) of the Alternative Public Defender Agreement, recorded April 12, 2012.

Sincerely,

Dean Bullock, Chairman  
Lander County Board of Commissioners





LANDER COUNTY ORGANIZATIONAL CHART

**Lander County**  
**Board of Commissioners**  
**Special Meeting**  
**December 5, 2012**

**CLERK**