



— Position Re-opened —

Looking for a Few More Great Candidates

ASSISTANT COUNTY MANAGER
Douglas County, Nevada | Apply by Oct. 13, 2023

Welcome to Douglas County – a place where land, water, and sky come together in spectacular fashion. Located on the southeastern shore of Lake Tahoe where Nevada’s western corner touches California, it is just an hour-drive south of Reno and about 25-minutes south of Carson City (the state’s capital). Between its environmental wonders, urban areas, and rural communities, the County provides a little bit of everything for everyone. Here, the opportunities are plentiful.

Established in 1861, Douglas County has three census-designated towns (Genoa, Minden, and Gardnerville) and several different special improvement districts. Though the area is the State’s second-smallest county by size, the County is the fifth most populated. According to Niche’s rankings of 11 Nevada counties, Douglas County has ranked #1 for Best Counties for Outdoor Activities, #1 for Best Public Schools, and #2 for Best Counties for Families (2023).

Nestled in Carson Valley against the backdrop of the Sierra Nevada Mountains and beautiful lakes of Tahoe and



Topaz, Douglas County is a year-round paradise. Practically any outdoor activity is available here: hiking, biking, climbing, birdwatching, camping, swimming, fishing, boating, shooting, and hunting, to name a few. Favorite trails include the scenic Genoa Loop and Clear Creek trail systems. The mountains and lakes also provide opportunities for snow and watersports.

Even the sky is available for recreational activities! For instance, some enjoy taking a hot air balloon ride over Lake Tahoe, skydiving, or gliding. A trip to Minden-Tahoe Airport quickly reveals how this 990-acre, full-service facility is a hub for sports aviation, emergency services, and corporate flying. It is home to 18 businesses and over 400 aircraft. A popular company at the airport is SoaringNV, which provides glider excursions and an opportunity to earn a glider license. Indeed, Carson Valley is viewed as one of the major gliding places in the world.

Families and individuals who prefer to keep their feet on the ground have numerous options. Many enjoy time at the area's eight parks, such as Kahle Community and Stodick Parks. Carson Valley Swim Center in Minden is a favorite due to its mix of outdoor and indoor pools, two of which are specifically designated for the very young and the elderly. Sheridan Creek Equestrian Center in Gardnerville is a family-friendly facility that provides riding lessons for those as young as four years old and will board your horse, if you like. Golfing is available at the Edgewood Tahoe Golf Course in Stateline or the Carson Valley Golf Course in Gardnerville. No stay would be complete without a visit to Douglas County Fairgrounds, an 81-acre space with horse barns, concessions, a rodeo arena, staging areas, and an asphalt runway for sports model airplane flying.

The jewel of the County is the Douglas County Community & Senior Center in Gardnerville, along with the Kahle Community Center in Stateline. The Center offers activities for every age and ability. Residents can sign up for various class ventures, such as dancing, yoga, and martial arts. Youths and adults can indulge in numerous sports like lacrosse, pickleball, volleyball, and softball. Furthermore, the County is dedicated to serving its older residents, who compose a large portion of the area's population. To help these community members stay young at heart, the County offers numerous fitness opportunities, hobby activities,

and support groups. Some of these include boxing, tap dance, yoga, and ceramics.

At the community centers, core County services come together in a way that has not been done in other parts of the country. County employees and volunteers know the residents personally and when they face age related or other challenges, the County can offer services and support early on. In addition to a preschool, the Community Center has an adult daycare center. There those with dementia or other brain related conditions can come a few days a week to give their caregivers some respite which in turn allows them to stay in their homes much longer than is typical. When Douglas County started this program, they were spending about \$600k a year on long term care costs, which was similar to their counterparts. Last year Douglas County spent \$250k for long term care costs while the neighboring Counties with similar populations spent \$2 million. Thus, investing in the community has saved money while significantly improving the quality of life for residents. These beautiful centers are busy, happy places where people of all ages come together.

Additional gems can be found throughout the County's towns. For example, book lovers enjoy browsing through titles at Luminary Books in Gardnerville or going down to the Douglas County Public Library (locations in Zephyr Cove and Minden). David Walley's Hot Springs Resort and Spa is another favorite due to its famed mineral baths. The County also has numerous beloved local eateries as well as numerous ethnic restaurants allowing people to easily satisfy their palates. For example, hungry customers love dropping by The Pink House in Genoa for pizza or beer. Anyone with a sweet tooth can quickly satiate their craving at The Chocolate Shoppe in Gardnerville with over 80 selections of homemade chocolate confections.

Events occur throughout the year. In Genoa, many attend the St. Patrick's Day Potluck and the well-known two-day annual Candy Dance and fair. In Minden, the historic district hosts weekly evening Farmers Markets during the summer. Families love the Bently Nevada summer concert series at Minden Park Gazebo or attending Carson Valley Community Theatre productions. Gardnerville also has its assortment of events, such as hosting wine walks every third Thursday of the month and movies at



Heritage Park. Other popular town events include the annual Kid's Fishing Derby at Lampe Park in June, as well as the yearly Christmas Kickoff right after Thanksgiving (complete with dancing lights and fireworks).

Life in Douglas County is quite good. Crime rates are particularly low, significantly lower than the U.S. as a whole and in the State of Nevada. Many nice housing options are available throughout the County, including townhomes, single and multi-family homes, condominiums, mobile homes, and farms. According to Realtor, while many modest homes and condominiums are available in the \$300,000 to \$600,000 range, a home buyer can easily spend in the multiple millions. In fact, the median listing price is \$890,000 while the median sold home price is \$650,000.

Douglas County School Districts serves the area, and schools are highly rated. According to the U.S. News & World Report in 2023 for Douglas County Schools, Pinon Hills Elementary in Minden is ranked as #15 in Nevada Elementary Schools, and Douglas County High School is ranked #23 out of 112 Nevada high schools. Some private school options are also available.

Those seeking higher education have a few local choices. Nearby is Western Nevada College in Carson City. Reno is home to both Truckee Meadows Community College and the University of Nevada, Reno. Other colleges in the state include Nevada State College, College of Southern Nevada, and the Las Vegas University of Nevada, all of which are a seven-hour drive southeast. In California, a few hours' drive west, the options are the Sierra College in Rocklin, Stanford University in Stanford, University of California in Davis, and University of California in Berkeley.

Although Douglas County offers many wonderful opportunities, neighboring counties offer some interesting attractions. For instance, Carson City is home to the 2.5-mile self-guided Kit Carson Trail through the City's historic district, with stops at places like 1800s-era Victorian homes and churches. A great place to visit there is the Nevada State Museum. Another is the Nevada State Railroad Museum where locomotive lovers can ride a train along two different historic railways to Virginia City or through Carson Valley. In Reno, a person can bike, ski, or explore the downtown area. Seven hours southeast is the notable Las Vegas area. California also provides many opportunities for entertainment and exploration. For instance, just past the Nevada-California border is the resort city of South Tahoe Lake – home to the iconic Tahoe Keys Marina & Yacht Club where a person can go boating on or even ballooning over the lake. Further south is Disneyland, approximately 8 hours away.

Sports enthusiasts can cheer for their favorite Nevada teams. Most professional teams are based in Las Vegas, including the Golden Knights (NHL), Raiders (NFL), and Aces (WNBA). In 2025, the Oakland Athletics (MLB) plan to join the aforementioned teams. In Reno are the Minor League Baseball Aces and the University of Nevada's Wolf Pack collegiate teams. South Lake Tahoe has recently received its first fully professional hockey team in 25 years, a yet-to-be-named expansion minor-league hockey team that will begin playing in the 2024-25 season.

If you like to travel, Minden-Tahoe Airport is a general aviation facility that is easily accessible from Minden, while the Reno-Tahoe International Airport is only an hour drive north to Reno and offers flights by American, Delta, JetBlue, Southwest, Spirit, and several other carriers. Less than three hours to the west, Sacramento International Airport in California offers still more options.

All in all, Douglas County is a great place to live, raise a family, and grow professionally. The people are friendly, the region has a great sense of community, and the scenery is beautiful. Indeed, the County is an area with "great people and great places." If you are an outstanding, seasoned professional, please consider applying to become our next Assistant County Manager!

HISTORY

Douglas County has a rich history, beginning as the ancestral lands of the Washoe Tribe, and some of Nevada's earliest development occurred here. In the 1800s, various non-indigenous groups began to create settlements and trade posts. The Town of Genoa is the oldest of these, having initially been called Mormon Station when settlers of that religious organization temporarily settled the area in 1851 to trade goods to those traveling to California. Genoa received its current name in 1856.

On November 25, 1861, Douglas County became one of nine original counties established by the Nevada Territorial Legislature. It was named after Stephen A. Douglas, a former United States Senator from Illinois who was famous for his 1860 presidential campaign and debates with then candidate Abraham Lincoln. The area became quite important due to its agricultural influence.

The county seat was located in Genoa for several decades. As the area became more settled, towns emerged. In 1879, Gardnerville was named after John Gardner. Heavily influenced by Danish and Basque settlers, it became an important feed stop for the 24-hour freight teams traveling between Carson City and the mining camps. Minden was established in 1906, although not a single structure had been built.

Unfortunately, in 1910, a large fire damaged much of Genoa, including the Douglas County Courthouse. This disaster led to the decline of Genoa and subsequent growth of Minden. These population shifts prompted the Nevada legislature to change the location of the county seat during the 1915 session. Minden became the new county seat in 1916 and has remained as such.

Presently, Douglas County has no incorporated towns. It contains three different areas designated as towns (Genoa, Gardnerville, and Minden) and several different special improvement districts.

Table I: Douglas County Demographics

Distribution by Race		Distribution by Age	
White	81.4%	0 to 14	12.9%
Black	0.5%	15 to 24	9.2%
Asian	1.9%	25 to 44	19.5%
Native American	2.0%	45 to 64	29.4%
Two or More Races	14.2%	65 to 84	26.3%
Total	100%	Over 85	2.7%
Hispanic Ethnicity	12.4%	Estimated Population: 49,628	

Educational Achievement (Over Age 25)	
High School or Higher	94.30%
Bachelor's Degree or Higher	31.8%

Other Statistics	
Median Age–Douglas County, NV	53.0
Median Age–U.S.	38.1
Median Household Income–Douglas County	\$75,688
Median Household Income–U.S.	\$70,784
Poverty Rate	7.0%

Source: U.S. Census Bureau

DEMOGRAPHICS

Douglas County is home to a largely aging population. In the past, the County experienced strong population growth, as seen with its population increasing by a bit over 50% from 27,637 in 1990 to 42,259 in 2000. As a result, voters approved an initiative in 2002 which limited growth to 280 homes a year. In 2007 County Commissioners replaced this initiative with an annual 2% growth cap. See Table I for the County’s demographics.

As an additional important note, the County experiences a large seasonal shift in population. With its proximity to Reno, Carson City, and northern California, the population sometimes increases to over 65,000.

CLIMATE

Douglas County experiences an arid desert climate, with cooling evening temperatures. Summers are hot and dry, with average high temperatures in the mid to high 80s. Winters are somewhat mild, with average high temperatures in the 40s and average low temperatures in the low to mid 20°F. December is generally the coldest month. Some sort of precipitation is limited with annual averages of about 9 inches of rain and 14 inches of snow spread approximately 6 days of the year. The area experiences an average of 251 sunny days per year.

GEOGRAPHY

Situated in Nevada’s west central corner touching California, Douglas County is approximately a half-hour south of Carson City and an hour south of Reno. To the west is the Carson Range of the Sierra Nevada Mountains and Lake Tahoe. In fact, a portion of the Lake lies within the County’s boundaries. Along the County’s southwestern border is Lake Topaz. In the east are the Pine Nut Mountains. Carson Valley sits in the middle of the County, and a handful of rivers run throughout the area.

Douglas County is the 15th largest county in Nevada based on square footage. It is part of the Gardnerville Ranchos, NV Micropolitan Statistical Area, which is a part of the Reno–Carson City–Fernley, NV Combined Statistical Area. Presently, the County is comprised of approximately 751 square miles. Elevation varies a great deal with the highest spot being East Peak at 9,593 feet above sea level while the lowest elevation is approximately 4,625 feet.

Like much of Nevada, a significant portion of the land falls under federal government jurisdiction. In fact, as of 2020, federal lands accounted for 67.9% of the parcel acreage in Douglas County.

COMMERCE

Major Douglas County employers are leaders in the fields of technology, advanced manufacturing, and research. Several dozen technology entrepreneurs and advanced manufacturers are located in the Carson Valley including Baker Hughes, a GE

Table II: Principal Employers, Douglas County, NV

Employer	Industry	Employees
Harrah's Lake Tahoe	Hospitality	1,000–4,999
Bally's Lake Tahoe (<i>formerly MontBleu Resort Casino & Spa</i>)	Amusement and Gambling	1,000–4,999
Walmart Supercenter	Retail	500–999
Edgewood Tahoe	Hospitality	500–999
Carson Valley Inn Casino	Amusement and Gambling	500–999
Harvey's Lake Tahoe	Amusement and Gambling	500–999
Hard Rock Hotel-Casino Lake Tahoe	Amusement and Gambling	500–999
Wa She Shu Casino	Amusement and Gambling	500–999
Topaz Lodge & Casino	Amusement and Gambling	500–999
Zephyr Cove Resort & Marina	Hospitality	500–999

Source: Douglas County, NV 2022 CAFR

company, North Sails (makers of the America's Cup sails) and Starbucks Roasting Plant and Distribution Center. With the proximity to Lake Tahoe, tourism also plays a major role, employing thirty percent of the workforce. The larger resorts include Harrah's and Harvey's Casinos, Edgewood, the Hard Rock Hotel & Casino, MontBleu, and the Heavenly Mountain Resort.

See Table II for the County's principal employers.

THE GOVERNMENT

Douglas County is a political subdivision of the State of Nevada, operating under provisions of Title 20 of Nevada Revised Statutes (NRS). As such, it operates with the Board of County Commissioners (BOCC), acting as the governing legislative body for the County. The BOCC is comprised of five members, who each represent a geographic district within the County. Commissioners are elected for four-year terms, with a limit of three terms. Elections are at large by district and staggered during even-numbered years. One member is chosen each year to serve as the chairman and to preside over meetings. Another member is also chosen each year to serve as the vice chairman. Presently, one Commissioner is serving his second term, and all others are

serving their first term. In 2024, three of the five seats will be up for election.

The County provides a wide variety of services and operates 34 departments. These are: 911 Emergency Services, Adult Day Club, Airport, Alternative Sentencing, Animal Care Services, Assessor, BOCC, China Spring/Aurora Pines, Clerk's Office, Clerk Treasurer's Office, Tahoe General Services, Community Development, Community Development (with separate divisions for Building, Code Enforcement, Engineering, and Planning), Community Health Nurse, Community Relations/Public Information, Community Services, County Manager's Office, District Attorney, East Fork Justice Court,

Economic Development/Vitality, Emergency Management, Finance, Geographic Information Systems, Human Resources, Juvenile Probation & Detention, Kahle Community Center, Lake Tahoe Branch, Library, Minden Branch, Parks Division, Public Administrator, Public Guardian, Public Works, Recorder, Recreation Division, Senior Services, Sheriff's Office, Social Services, Weed Control, and University of Nevada–Reno Extension (Douglas).

The county-owned Douglas Area Rural Transit (DART) provides local public transit services in the Carson Valley, with connections to regional express services provided by the Tahoe Transportation District. The County also owns and is temporarily managing the Minden-Tahoe Airport until a third-party contractor can be selected.

One significant service the County does not provide is Fire/EMS. The East Fork Fire and Protection District provides fire protection and paramedic services for the Carson Valley portion of Douglas County while the Tahoe-Douglas Fire Protection District serves the Tahoe Basin portion. The U.S. Forest Service (USFS) and Bureau of Land Management (BLM) are the primary respondents to fires on federal lands.

Elected offices include the Assessor, Recorder, Clerk Treasurer, Public Administrator (probates estates that do not have an appointed executor), District Attorney, Sheriff, and Courts. The Courts include Juvenile Detention, Juvenile Probation, and regional Youth Camp for juveniles (a step prior to detention). Douglas County's BOCC also has four advisory boards: the Library as well as a board for each of the three unincorporated towns of Minden, Gardnerville, and Genoa. These town boards are comprised of five elected members and a Town Manager.

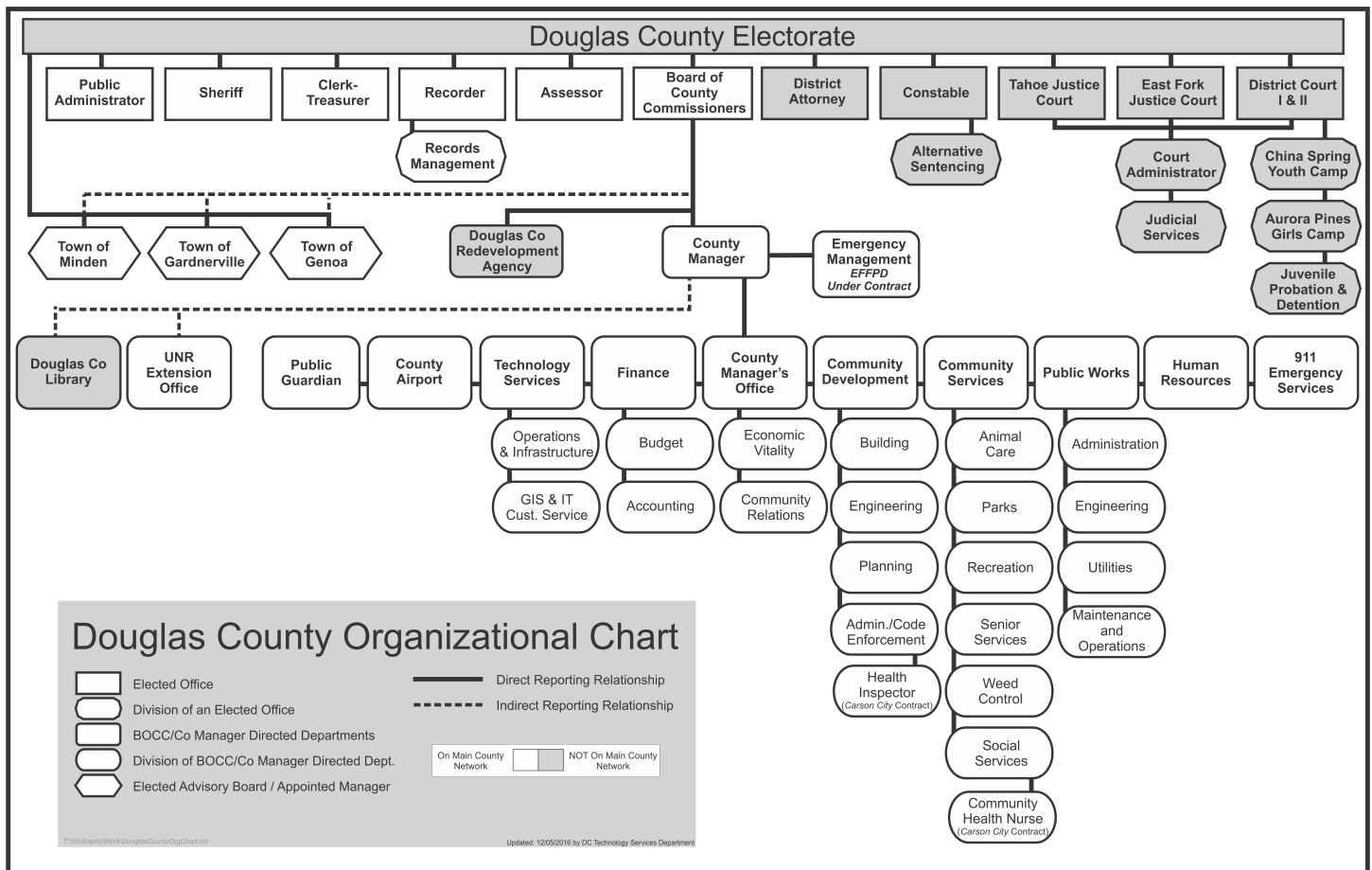
Douglas County's total budget as of 2023 is \$168,049,055, with a general fund budget of \$63,183,600. Currently, the County has 610 active employees. Budgeted positions do not include some part-time, on-call, and seasonal staff. The County works with a few unions. Douglas County Employee's Association represents general hourly employees. The sworn officers of the Sheriff are represented by the Douglas County Sheriff's Protective Association and the Sergeant's Bargaining Unit.

See figure below for Douglas County's government organization.

THE ASSISTANT COUNTY MANAGER

The County Manager works in conjunction with the BOCC. The departments operating under the office of the County Manager are: Emergency Management (including 911 Emergency Dispatch), Public Works (including water, sewer, stormwater, and roads), Community Development (including building permitting, building inspections, code enforcement, and vacation home rental program), Community Services (covering social services; animal control; parks; recreation; senior services for meals, transportation and in-home care; day care for both children and adults; and a community health nurse), Public Guardian, and Alternative Sentencing.

The Assistant County Manager (ACM) is appointed by, removed by, and reports to the County Manager. The departments, and therefore number of individuals and departments under the supervision of the ACM, will be dependent on the selected individual's strengths and background. Potentially, he/she will oversee the departments of



Community Development, Public Works, Community Services, Alternative Sentencing, Public Guardian, Emergency Management, and/or Technology Services. The ACM is anticipated to supervise about 75 people.

THE CHALLENGES AND OPPORTUNITIES

Douglas County is a well-run government that is financially sound, but hiring personnel from outside the region has been a challenge due to limited affordable housing. Apartment buildings are either Section 8 housing (with a very long waiting list), or they have been turned into condominiums at full market rate. Additionally, three key department heads (the Chief Financial Officer, the Chief Technology Officer, and the Community Services Director) will be retiring in the next six months. Filling these positions with well qualified individuals who will also fit into the organization's culture is critical and likely a challenge. The County is currently embarking on a compensation study and should be able to move the needle on salaries for employees, which will help. The organization would also benefit from succession planning. Also, the County needs more affordable housing but there is not a great appetite among residents to build more. Finally, identifying ways to convey the need for, and building support of, more affordable housing would help.

As a related challenge, many employees in the County have not worked outside of the region and therefore have not been exposed to different methods and initiatives. Someone who is strong in organizational development and can bring ideas from other regions will be an asset.

Due to rapid population increases in the 1990s, a growth cap was introduced to prevent Douglas County from growing faster than resources allow. They have not hit the annual 2% growth cap since it was introduced in 2007 but there is still a growth / anti-growth pull in the community and conversations around growth can sometimes be contentious.

The County is at the end of its previous strategic plan, and they have set an aggressive goal to complete a new strategic plan in four months – that is, before the next budget cycle begins. The

next Assistant County Manager will come on board around the time that the plan is complete and will need to help move it forward.

Douglas County had an incident in 2018 called Tiregate where an employee embezzled more than \$1 million dollars. While the County has put multiple safeguards in place to ensure that this type of incident will not recur, some residents still hold a perception of corruption, and the discourse can be challenging at times. The next ACM should be very transparent and will need to continue the work of building trust with the community.

Typically, Douglas County has one natural disaster per year, whether it be fire, flood, or winter storms. Emergency management is a team effort, and the next ACM will be part of that effort. Luckily the community rallies to assist as well.

Some of the other key projects include the upgrade of the public safety radio system, expanding the water and sewer system in some parts of the County (around 5,600 residents are still on septic), and refining or updating County processes. Also, the three labor contracts are expiring this coming year and the ACM will be part of the negotiations.

As an aside, the School Board has recently been involved in a number of controversies, at least one of which made the national news. Although the Board is independent of the County, it has brought unwanted attention to the area.

THE IDEAL CANDIDATE

The County is looking for a talented leader and manager with a track record of achievement. As a key member of the County's management team, the individual is expected to play an important role in taking the County to the next level. The next Assistant County Manager (ACM) will partner with the County Manager and staff to help Douglas County reach its goals. The individual will have a strong work ethic and be someone who can be counted on to deliver. She/he will be honest and have great integrity, be energetic yet calm in a storm, visionary while being down to earth, and a team player who is respectful and trustworthy. The County Manager and the Board expects total

transparency, complete information, and they do not want any surprises.

The County is looking for a “problem solver extraordinaire” and someone who is comfortable wearing many hats. As mentioned earlier, three department heads will be retiring in the next six months, and the individual may need to step in and temporarily fill the gaps.

The best candidate will be an excellent communicator—both orally and in writing—and have excellent people skills. The selected candidate will handle many of the details and be the internal face of the organization with the staff. The departments work well together for the most part but can silo when under stress. The individual should be a collaborator who can help keep communication flowing in those moments.

The individual will be someone who is open-minded and does not have preconceived ideas concerning the outcome. Rather, he/she will listen carefully, evaluate the options, and make recommendations based on the facts. The ideal candidate will address all situations in a tactful manner but get them resolved.

Customer service both within and outside the organization will be a top priority for the next ACM. The individual will show utmost respect for everyone including the citizens, employees, and high-level officials. She/he should also build and foster good relationships with the towns and special districts in the County and in the region.

The best candidate will set realistic goals for his/her staff, provide the necessary resources, and then allow them to see the project through. Accountability will be important. The new Assistant County Manager will be a mentor and someone who uses inspiration instead of intimidation. He/she will encourage employees to produce a first-class work product. The individual will have a sense of humor and create an enjoyable work environment.

Due to Tiregate, the staff as a whole was heavily scrutinized and treated poorly, which impacted morale. The current

County Manager has spent a great deal of time repairing the damage, and much healing has occurred. The selected individual should continue to improve morale while encouraging a culture of integrity and collaboration. Being a nice person, while getting the job done, is of the utmost importance.

The position requires a bachelor’s degree in business administration, public administration, public policy or related field and five to seven years of increasingly responsible experience as a senior-level government executive. The Assistant County Manager will interact with the Commissioners, so experience working with a Board will be a plus. A background in organizational development will be an asset.

The selected candidate will be expected to make a commitment to Douglas County. This position should not be viewed as a steppingstone but as a gem in its own right.

COMPENSATION

The salary range is \$158,392 to \$237,588. The actual salary will depend on qualifications and experience. Benefits are excellent. The Assistant County Manager will be part of the Nevada Public Employee’s Retirement System.

THE MOST RECENT ASSISTANT COUNTY MANAGER

The former County Manager retired in June of 2023, and the Assistant County Manager was promoted leaving the ACM position vacant.

RESIDENCY

Residency is not required, though the selected candidate should live close enough to be available during emergencies.

HOW TO APPLY

E-mail your cover letter and resume to Recruit43@cb-asso.com ASAP—we are screening applications as they arrive—but no later than October 13th. Questions should be directed to Lynelle Klein at (970) 433-7189, or Colin Baenziger at (561) 707-3537.

INTERNAL CANDIDATES

We encourage both internal and external candidates, and are committed to a level playing field.

CONFIDENTIALITY

Applications are not considered public record until finalists are selected.

THE PROCESS

Applications will be screened through November 6th. Finalists will be selected on November 7th. Interviews will be held on November 17th. A selection will be made shortly thereafter.

OTHER IMPORTANT INFORMATION

Douglas County is an Equal Opportunity Employer. It strongly encourages women, minorities, and veterans to apply.

EMPLOYMENT OPPORTUNITIES FOR FAMILY MEMBERS

Douglas County has a variety of employment opportunities in areas of health care, hospitality, manufacturing, education, tourism, recreation, aviation, and more. In addition, Carson City is the Nevada state capital and is less than 30 minutes from Minden. Reno, just under an hour away from Minden, offers a wide variety of career opportunities.

ADDITIONAL INFORMATION

For additional information about the County, visit:

www.douglascountynv.gov

communityservices.douglascountynv.gov

www.bcdouglascounty.org

visitcarsonvalley.org

