



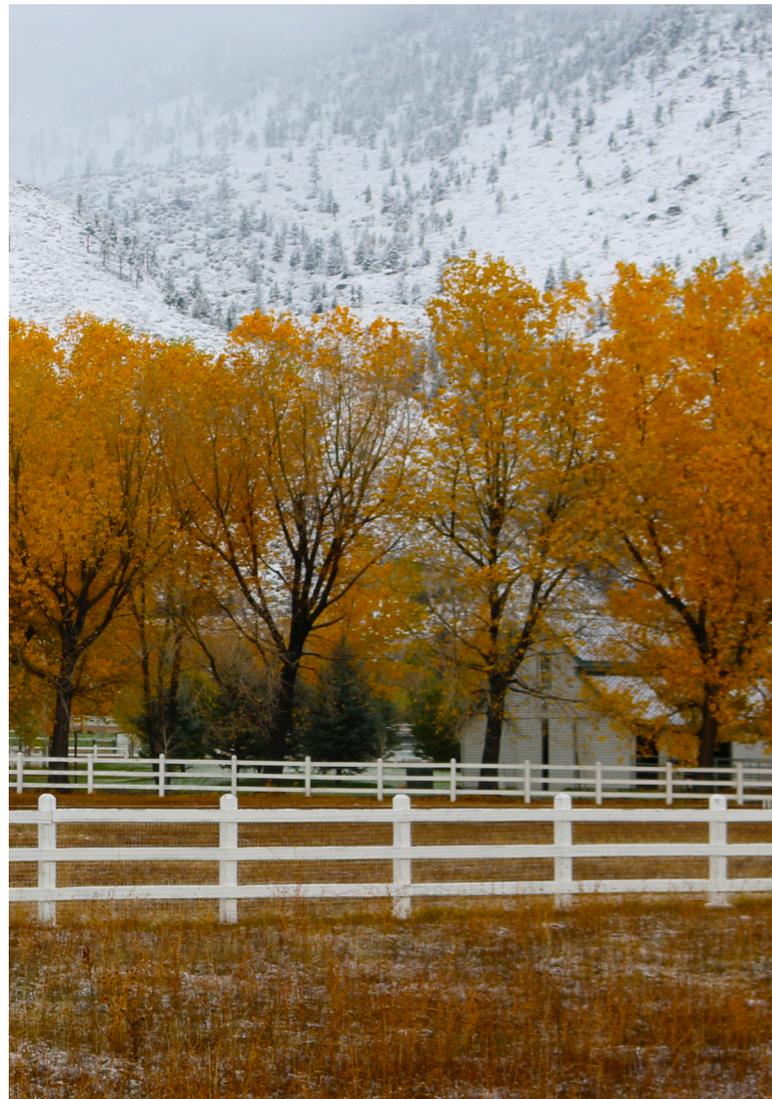
— POSITION AVAILABLE —

ASSISTANT COUNTY MANAGER
Apply by September 20, 2024

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 the 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. 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. Golfing is available at the Edgewood Tahoe Golf Course in Stateline or the Carson Valley Golf Course in Gardnerville.

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.

Families love the Bently Nevada summer concert series at Minden Park Gazebo or movies in Heritage Park hosted by the Town of Gardnerville. Other popular events hosted in the Towns of Gardnerville, Genoa, and Minden include the Wine Walks in Gardnerville, the annual Kid's Fishing Derby at Lampe Park and Carson Valley Days Parade in June, the Fourth of July celebrations, the Genoa Candy Dance in September as well as the yearly Christmas Kickoff, Parade of Lights, and tree lighting ceremonies.

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, 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.

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.

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

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

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, 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 Golden Nugget Lake Tahoe Hotel and Casino, Bally’s Lake Tahoe, and the Heavenly Ski Resort.

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,

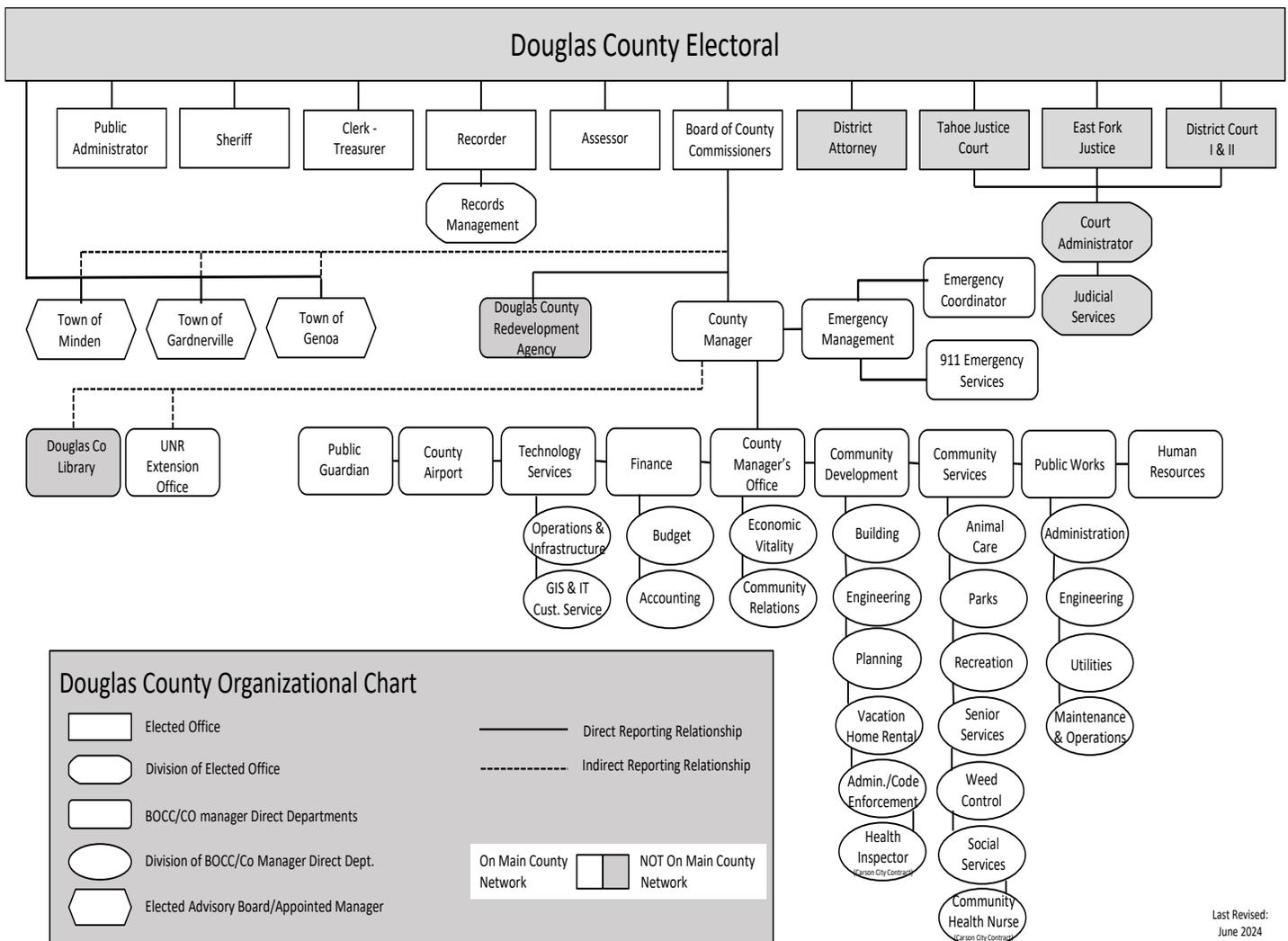
Table II: Principal Employers, Douglas County, NV

Employer	Industry	Employees
Harrah's Lake Tahoe	Hospitality	1,000-4,999
Bally's Lake Tahoe (formerly MontBleu Resort Casino & Spa)	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
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 ACFR

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.

Douglas County's total budget as of 2024 is \$208,686,171 (including fund balance and reserves), with a general fund budget of \$73,399,773. Currently, the County has 614 active employees. Budgeted positions do not include some part-time, on-call, and seasonal staff. The



Last Revised: June 2024

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, the Sergeant's Bargaining Unit, and the Sheriff's Administration Protective Association.

THE CHALLENGES AND OPPORTUNITIES

Douglas County is well positioned for the future. Leadership across the departments has stabilized, and recruiting and employee attrition has decreased from 18-20% to less than 10%. County leadership has focused on facilitating communication between the departments, assembling cross departmental teams, and encouraging employees to be more flexible, responsive, and creative in dealing with problems and issues. A recent risk assessment, including anonymous feedback from the staff, was very positive. The organization is catching momentum and moving in the right direction. The next ACM will be expected to help keep it moving forward. Also, Douglas County has an ambitious strategic plan. The ACM will be part of the team guiding these projects through to completion.

THE IDEAL CANDIDATE

The County is looking for a talented leader and manager with a track record of achievement, and a good understanding of County leadership and commission and staff relations. As a key member of the County's management team, the individual is expected to play an important role in cultivating an organizational culture that is focused on responsiveness, excellent customer service, and organizational development. 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 is looking for a "problem solver extraordinaire" and someone who is comfortable wearing many hats. Candidates who are politically astute and have a passion for public service are highly desirable. The best candidate will be open, approachable, and authentic; an excellent communicator—both orally and in writing—and have excellent people skills.

The individual will be innovative, forward-thinking, flexible, and a strategic thinker committed to fostering a strong sense of team. Individuals who are skilled at relationship management and consensus building and have the ability to make difficult decisions in an equitable manner make ideal candidates.

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. The individual will have a sense of humor and create an enjoyable work environment.

The County Manager is seeking a strategic partner to assist in shaping the future of the organization. Candidates passionate about local government who place importance on values-based leadership, are committed to continuous learning and bring a strong coaching mindset are ideal for this role.

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.

COMPENSATION

While the upper end of the salary range is \$256,006, the County will pay between \$170,664 and \$213,324. The actual salary will depend on qualifications. It could, in fact, be close to the \$213,324 figure for just the right candidate. Other factors that should be considered are: 1) the Assistant County Manager will not be subject to social security withholding; 2) overall benefits are excellent; and 3) the selected candidate will be part of the Nevada Public Employee's Retirement System, and the contribution is paid by the County.

THE MOST RECENT ASSISTANT COUNTY MANAGER

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

HOW TO APPLY

E-mail your cover letter and resume to Recruit43@cb-asso.com by September 20th. Questions should be directed to Lynelle Klein at (970) 433-7189, or Colin Baenziger at (561) 707-3537.

THE PROCESS

Applications will be screened through October 17th. Finalists will be selected on October 25th. Interviews will be held on November 8th. A selection will be made shortly thereafter.

PREVIOUS SEARCH

The selected external candidate withdrew for personal reasons.

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.

For additional information about the County, visit:

www.douglascountynv.gov

communityservices.douglascountynv.gov

www.bcdouglascounty.org

visitcarsonvalley.org

