



LYON COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES

TOPIC: DEPARTMENT OF ADMINISTRATION

NUMBER: 3-1

EFFECTIVE: 9/1/2011

REVISED:

REVIEWED: 01/17/2013

REFERENCE: NRS 244, NRS 251

POLICY CUSTODIAN: DEPARTMENT OF ADMINISTRATION

A. PURPOSE

The purpose of this Administrative Policy and Procedures is to authorize the creation of the Department of Administration, define the divisions of the department and to define the functions of those divisions.

B. POLICY

It is the policy of the Board of County Commissioners to establish the Department of Administration to include the following divisions:

1. Comptrollers Office
2. Human Resources
3. Information Technology
4. Risk Management/Safety
5. Animal Services

The Board of County Commissioner's authorizes the County Manager to appoint the County Comptroller to serve as the Department Administrator.

C. ORGANIZATIONAL STRUCTURE

1. The Department Administrator (Comptroller) shall supervise, manage and evaluate the performance of:
  - a. Human Resources Director
  - b. Information Technology Director
  - c. Comptroller's Accountant
  - d. Animal Services personnel
2. The Human Resources Director shall supervise, manage and evaluate the performance of all personnel assigned to the Human Resources Division.
3. The Information Technology Director shall supervise, manage and evaluate the performance of all personnel assigned to the Information Technology Division.

4. The Comptroller's Accountant shall supervise, manage and evaluate the performance of all personnel assigned to the Comptrollers Office.

#### D. DIVISION FUNCTIONS AND DUTIES

1. Comptroller's Office – The Comptroller's Office will:
  - a. Perform all of the duties required by county auditors by chapter 251 of NRS and other applicable state law.
  - b. Establish, with the approval of the board, such bookkeeping controls and accounting systems as are necessary to carry out effectively the duties of his office.
  - c. Keep an accurate account of all warrants and orders in such manner that the board can, at any time, ascertain the actual indebtedness of Lyon County.
  - d. As directed by the board, audit all books and records of any fund or department and report the findings to the board.
  - e. Assist in the preparation of the budget.
  - f. Reconcile cash balances with the treasurer's cash balance monthly.
  - g. Perform other duties as directed by the manager.
2. Human Resources – Human Resources will:
  - a. Coordinate and respond to all the personnel related issues and needs of Lyon County Employees.
  - b. Administer the Lyon County Personnel Rules and Regulations.
  - c. Adhere to all applicable Federal, State and local employment laws.
  - d. Coordinate the recruitment and selection process for vacant positions.
  - e. Assist management and supervisors in administering disciplinary action, addressing work performance problems and dealing with difficult and/or sensitive matters by providing technical assistance.
  - f. Assist employees in the resolution of work related complaints and issues.

- g. Administer the Lyon County classification and pay plans and performance appraisal system.
- h. Administer the County pay roll and benefits plan.
- i. Coordinate in conjunction with Department Directors employee promotional processes and criteria.
- j. Provide and/or coordinate supervisory training and development programs and county wide employee improvement programs.

3. Information Technology – Information Technology will:

- a. Direct and supervise the planning, coordination, implementation and evaluation the County's information management and telecommunications systems and services.
- b. Oversee the provision of technology services to the County.
- c. Implement programs for development, enterprise, and any other programs deemed necessary to carry out the functions of the department.
- d. Develop and implement, with board approval, policies and procedures related to the use of the County's information management and telecommunication systems and services.
- e. Install and maintain equipment, software and licenses to support the County's information management and telecommunications systems and services.
- f. Manage and support the inter-local agreement between Douglas County, Nevada and Lyon County for GIS services.

4. Risk Management – Risk Management will

- a. Administer and implement the County Safety Plan
- b. Assist management and supervisors in administering the County Safety Plan and providing technical assistance.
- c. Manage the property and liability claims process, assists department development of cost minimization strategies, and assists in developing and tracking Corrective Action Plans.

- d. Establish loss control and prevention standards for the County to help prevent workplace accidents, injuries and illnesses, and tort, general liability, vehicle liability and property losses.
  - e. Manage the County's risk programs; and, develops indemnification and insurance requirements for Lyon County agreements, contracts, memoranda of understanding (MOUs), permits and construction contracts.
5. Animal Services – Animal Services will
- a. Manage and operate the County Animal Shelter in accordance with state law and regulations.
  - b. Enforce the provisions of Lyon County Code 7.01 and 7.07
  - c. Investigate allegations of animal abuse and cruelty
  - d. Other duties as assigned by the Administrator.