



Position Title: NACO Deputy Director

Organization: NACO (Nebraska Association of County Officials)

Reports to: Larry Dix, Executive Director – NACO

We are searching for a Deputy Director for NACO. The ideal candidate will move into the Executive Director role within 2-3 years as determined by NACO's Executive Committee. The current Executive Director will stay on through this transition period.

The Deputy Director will be responsible for planning and administering Association activities as directed by the Executive Committee and the Board of Directors.

The Deputy Director will be responsible for planning and coordinating state and national lobbying activities; planning, establishing, and supervising office procedures; preparing and proposing the annual Association budget to the Executive Committee; providing training and continuing education for county officials; administering the adopted budget; hiring and supervising and annually evaluating Association staff members; overseeing the real estate holdings of NACO.

The Deputy Director will be responsible for the personnel oversight and business management of MIPS marketing of software products to counties and state officials; integration with Nebraska State Agencies.

The Deputy Director will be responsible for the personnel oversight and business management of NACO Benefit Services, NACO Leasing Corporation and NACO Education Foundation.

Main Responsibilities Include—

- Coordinating and administering all associate activities
- Planning, and supervising office procedures
- Annual budget
- Hiring and supervising staff members
- Providing training and education programs for county officials

➤ **If you are interested in applying or learning more please email - chad@zellehr.com**

