

**Application Form****Notice of Public Record**

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

**Profile**

Susan

First Name

Burkhamer

Middle Initial

Last Name

nanasue1945@gmail.com

Email Address

1226 Humboldt Street

Home Address

Suite or Apt

Reno

City

NV

State

89509

Postal Code

**What ward do you live in? \*** Ward 1

Home: (775) 329-5788

Primary Phone

Alternate Phone

**How long have you been a resident of the City of Reno?**

61 years

**Are you over 18 years of age?** Yes  No**Are you currently registered to vote in the City of Reno? \*** Yes

Retired

Employer

Job Title

**Which Boards would you like to apply for?**

Recreation and Parks Commission: Appointed  
Ward 1 Neighborhood Advisory Board: Submitted

**Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?**

Yes  No

**If yes, please list conviction dates and nature:**

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**Interests & Experiences**

**Education or training relevant to the board or commission to which you are applying:**

See resume

**Explain briefly why you would like to be appointed to this board or commission.**

I have an extensive background in the parks and recreation field and understand the opportunity and challenges facing the city and the parks staff. I am passionate about parks and recreation and understand the importance of its contribution to the quality of life in the city of Reno. I would make every effort to actively listen to citizens, while supporting the staff through active community engagement.

[Susan Burkhamer RESUME.pdf](#)

Upload a Resume

**Ethnicity**

[Redacted]

**Gender**

[Redacted]

**Sexual Orientation**

[Redacted]

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**Open Meeting Law Waiver**

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO**

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The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

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I Agree

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**Acknowledgement**

Please Agree with the Following Statement

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I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.

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I Agree

# SUSAN RUTH BURKHAMER

775.329.5788 home | 1226 Humboldt Street—Reno, NV 89509 | [nanasue1945@gmail.com](mailto:nanasue1945@gmail.com)

## PROFESSIONAL EXPERIENCE

Washoe County

RECREATION COORDINATOR, THEATER MANAGER,  
AND PARK RANGER (2000-2015) [RETIRED]

### Wilbur D. May Museum

Exhibit and program guide for multi-generational groups, cash handling and credit card processing with point of sale system, inventory and procurement of supplies, greeted and assisted customers, cleaned and maintained facility and exhibits, program and event preparation, donations

### Robert Z. Hawkins Amphitheater

Coordinated professional talent and riders, scheduling, programming, facility rentals, sound and lighting, exhibits, vendors, procurement and inventory of supplies, cash handling, budgeting, donations, staff/volunteers, and community special events; collaborated with Robert Z. Hawkins Foundation for on-going financial support of equipment, capital and infrastructure improvements, and public and private events

### Come in From the Cold Family Series

Scheduled talent, managed independent contractor agreements, oversaw public relations, donations and on-site supervision of talent and program implementation

*General duties included:* Resolved citizen inquiries and concerns, cash handling, inventory and procurement of supplies, supervision of staff and volunteers, cleaning and maintaining multiple facilities, managing and scheduling facility reservations, coordinated community park projects and programs, interpretation of park rules and regulations

City of Reno YOUTH PROGRAM SUPERVISOR (1995-2000)

- Director of Vacation Station, a year-round track break program for over 100 children, ages 6-14, 15 with special needs
- Planned, organized, and coordinated youth recreation programs and events including managing independent contractor agreements and community donations
- Recruited, trained, supervised, and evaluated 50 staff
- Ensured safety, health and legal compliance for 4 facilities

## EDUCATION

University of Nevada, Reno  
*Bachelors of Science*  
General Studies,  
Criminal Justice Minor

Truckee Meadows Community  
College  
*Associate Degree*  
Child Development

*Associate Degree*  
Elementary Education

## BOARDS AND COMMISSIONS

Care Chest

Children's Cabinet

City of Reno Arts & Culture

City of Reno Parks Commission

City of Reno Youth Sports

For The Love of Jazz

Gang Alternative Partnership

Hot August Nights

Neil Road Sports Coalition

Nevada Humanities

Nevada Opera

No. Nevada Blues Society

Northeast Youth Coalition

Reno Youth Jazz Association

Safe Night VSA

Sierra Arts

Silver Dollar Chorus

Stand For Children

Temple Sinai

Washoe Concert Association

# SUSAN RUTH BURKHAMER

775.329.5788 home | 1226 Humboldt Street—Reno, NV 89509 | [sburkhamer@washoecounty.us](mailto:sburkhamer@washoecounty.us)

## PROFESSIONAL EXPERIENCE CONTINUED

Washoe County School District

LICENSED SUBSTITUTE TEACHER (1995-2000)

- 1st—12th grade students including special education

University of Nevada, Reno (1995-1996)

INDEPENDENT CONTRACT TEACHER

- Art History 201 & 202

Merry Berry Preschool (1990-1995)

TEACHER

- Planned and prepared daily curriculum
- Implemented age appropriate activities and events
- Interacted daily with parents and guardians
- Scheduled instructional and recreation programs

Associated Security and Process Serving (1970-1990)

OWNER AND OPERATOR

- Created and developed policies and procedures
- Maintained financial records and accounting
- Served legal process

## PROFESSIONAL REFERENCES

Suzanne Anthony, Special Education Area Administrator

Washoe County School District

[santhony@washoeschools.net](mailto:santhony@washoeschools.net); 775.861.4466

Patricia Bernard, Principal (RETIRED)

Washoe County School District

[awtuv1@gmail.com](mailto:awtuv1@gmail.com); 775.826.3612

Eric Crump, Operations Division Director

Washoe County Community Services Department

[ecrump@washoecounty.us](mailto:ecrump@washoecounty.us); 775.328.2182

Doug Doolittle, Director (RETIRED)

Washoe County Regional Parks and Open Space

[captfun@sbcglobal.net](mailto:captfun@sbcglobal.net); 775.742.8589

Karen Mullen-Ehly, Director (RETIRED)

Washoe County Regional Parks and Open Space

[kmegalena@charter.net](mailto:kmegalena@charter.net); 775.742.8751

## VOLUNTEER SERVICE

Food Bank of Northern Nevada

Girl Scouts of America

Planned Parenthood

Youth Sports Coach

(Basketball, Softball)

Youth Leader/Sunday School Teacher

(Temple Sinai)

## TECHNICAL SKILLS

Point of Sale System

(Credit cards and cash handling at Wilbur D. May Museum)

Microsoft Office Suite

(Word, Excel, Outlook)

Systems Applications Products and Data Processing (SAP)

(Transmittals, budget tracking, reports, purchase requisitions, payroll)

Class (Recreation and Park Facility Reservations)



Molly Rosen <rosenm@reno.gov>

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## Susan Burkhamer has submitted an application for Recreation and Parks Commission | Ward 1 Neighborhood Advisory Board

1 message

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City of Reno NV <boards@granicuslabs.com>

Tue, Apr 19, 2022 at 2:09 PM

Reply-To: cityclerk@reno.gov

To: rosenm@reno.gov, aufierob@reno.gov, huntsmanm@reno.gov

A new application for City of Reno, NV Boards and Commissions has been submitted. Applicant: Susan Burkhamer  
Boards Applied For: Recreation and Parks Commission | Ward 1 Neighborhood Advisory Board Link:  
<https://reno.granicus.com/apps/boards/applicants/?id=747022>