

EXPLANATION: Matter underlined is new; matter in brackets and stricken [--] is material to be repealed.

BILL NO. ____

ORDINANCE NO. ____

AN ORDINANCE TO AMEND TITLE 2, CHAPTER 2.06, ARTICLE II OF THE RENO MUNICIPAL CODE ENTITLED “APPOINTIVE OFFICES” TO REMOVE CERTAIN JOB TITLES FROM THE LIST OF APPOINTIVE EMPLOYEES IN SECTION 2.06.035; TO REMOVE THE SAME FROM THE LIST OF QUALIFICATIONS OF APPOINTIVE OFFICERS AND EMPLOYEES IN SECTION 2.06.050; TO MODIFY CERTAIN OTHER JOB TITLES AND QUALIFICATIONS IN SECTION 2.06.050; AND OTHER MATTERS PROPERLY RELATING THERETO.

SPONSORED BY: THE HUMAN RESOURCES DEPARTMENT

THE CITY COUNCIL OF THE CITY OF RENO DOES ORDAIN:

SECTION 1. Title 2, Chapter 2.06, Article II, § 2.06.035 of the Reno Municipal Code is hereby modified to read as follows:

Sec. 2.06.035. Designation of appointive employees.

The following positions are hereby designated as "appointive employees" within the City of Reno:

[APPOINTIVE EMPLOYEES]
[Administrative Assistant to Mayor and Council]
[Administrative Executive Secretary—City Manager's Office]
[Administrative Analyst—City Manager's Office]
[Assistant to the City Manager]
[Building and Safety Manager]
[Business Relations Manager]
[Code Enforcement Manager]
[Communications Program Manager]
[Community Liaison]
[Digital Engagement Program Manager]
[Engineering Manager]
[Government Affairs Coordinator]
[Internal Auditor]
[Labor Relations Program Manager]
[Legislative Relations Program Manager]
[Maintenance and Operations Manager]

{Parks Manager }
{Planning and Housing Manager }
{Public Information Officer }
{Recreation Manager }
{Revitalization Manager }
{Risk Manager }
{Senior Management Analyst }
{Special Events Program Manager }
{Sustainability Manager }
{Traffic Engineer }

<u>APPOINTIVE EMPLOYEES</u>
<u>Benefits Manager</u>
<u>Building & Safety Manager</u>
<u>Communications Manager</u>
<u>Community Relationships Manager</u>
<u>Council Relations Manager</u>
<u>Council Relations Specialist</u>
<u>Digital Experience Manager</u>
<u>Employee Relations Manager</u>
<u>Executive Assistant</u>
<u>Executive Assistant to the City Manager</u>
<u>Government Affairs Manager</u>
<u>Housing Manager</u>
<u>Internal Auditor</u>
<u>Labor Relations Manager</u>
<u>Management Analyst – City Manager’s Office</u>
<u>Mayoral Relations Administrator</u>
<u>Organizational Development Manager</u>
<u>Payroll Manager</u>
<u>Planning Manager</u>
<u>Public Communications Specialist</u>
<u>Revitalization Manager</u>
<u>Risk Manager</u>
<u>Senior Administrative Assistant</u>
<u>Senior Management Analyst</u>
<u>Special Events Manager</u>
<u>Strategic Initiatives Manager</u>
<u>Sustainability Manager</u>
<u>Urban Economist</u>

SECTION 2. Title 2, Chapter 2.06, Article II, § 2.06.050 of the Reno Municipal Code is hereby modified to read as follows:

Sec. 2.06.050. Qualifications of appointive officers and appointive employees.

The following qualifications are established for appointive officers and appointive employees as follows:

- ~~[(a) **Chief of Staff.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, economics, political science or a related field, and ten years of progressively responsible management, administrative, or staff experience in local government that provides a broad base of understanding on issues material to organizational programs, processes, and influences; or any equivalent combination of training and experience.-]~~
- ~~[(b) **Assistant City Manager.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, urban planning, or a related field, and ten years of progressively responsible management, administrative, or staff experience in local government including four years of department management experience; or any equivalent combination of training and experience.-]~~
- ~~[(c) **Chief of Police.** Graduation from an accredited college or university with a bachelor's degree in police science, criminal justice, business or public administration, or a related field, and ten years of increasingly responsible law enforcement experience, including five years of management and administrative responsibility; or an equivalent combination of training, education and law enforcement experience. Must possess an appropriate valid POST management certificate.-]~~
- ~~[(d) **Assistant Chief of Police.** Graduation from an accredited college or university with a bachelor's degree in police science, criminal justice, business or public administration, or a related field, and eight years of increasingly responsible law enforcement experience, including three years of management and administrative responsibility; or any equivalent combination of training and experience. Must possess an appropriate valid POST certificate.-]~~
- ~~[(e) **Director of Public Works.** Graduation from an accredited college or university with a bachelor's degree in civil, environmental or traffic engineering, or a related field, and ten years of increasingly responsible public works and engineering experience, including three years of management and administrative responsibility; or any equivalent combination of training and experience. Must possess current registration as a professional engineer in the State of Nevada.-]~~
- ~~[(f) **Director of Utility Services.** Graduation from an accredited college or university with a bachelor's degree in environmental engineering, civil engineering, or a related field, and ten years of increasingly responsible environmental engineering experience, including three years of management and administrative responsibility; or any equivalent combination of training and experience. Must possess current registration as a professional engineer in the State of Nevada.-]~~
- ~~[(g) **Director of Community Development.** Graduation from an accredited college or university with a bachelor's degree in urban planning, architecture, civil engineering, public administration, business administration, or a related field, and ten years of increasingly responsible experience in urban planning, civil engineering, or architecture, including three years of management and administrative responsibility; or any equivalent combination of training and experience.-]~~
- ~~[(h) **Director of Human Resources.** Graduation from an accredited college or university with a bachelor's degree in human resources, personnel administration, public administration, business administration, or a related field, and eight years of increasingly responsible experience in human resources; including three years of public sector management and administrative responsibility; or any equivalent combination of training and experience.-]~~
- ~~[(i) **Director of Neighborhood Services.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration or a related field, and ten years of increasingly responsible experience in business or public administration of a neighborhood services program, including three years of management and administrative responsibility; or, any equivalent combination of training and experience.-]~~

- [(j)] ~~**Director of Parks, Recreation, and Community Services.** Graduation from an accredited college or university with a bachelor's degree in parks and recreation administration, public administration, or a related field, and eight years of broad and extensive program experience in municipal recreation, leisure, senior services, and/or parks development and maintenance activities; including three years of management and administrative responsibility; or any equivalent combination of training and experience.-]~~
- [(k)] ~~**Director of Finance.** Graduation from an accredited college or university with a bachelor's degree in finance, public administration, business administration, or a related field, and ten years increasingly responsible finance experience, including three years of management and administrative responsibility; or any equivalent combination of training and experience.-]~~
- [(l)] ~~**Fire Chief.** Graduation from an accredited college or university with a bachelor's degree in fire science, public administration, or a related field, and ten years of increasingly responsible fire service experience, including three years of management and administration responsibility; or any equivalent combination of training and experience.-]~~
- [(m)] ~~**Administrative Analyst.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a field related to the area of assignment, and two years of responsible professional level administrative and management analysis experience; or any equivalent combination of training and experience.-]~~
- [(n)] ~~**Administrative Assistant to the Mayor and Council.** Education/Training: Equivalent to the completion of the twelfth grade, supplemented by specialized clerical support training. College level course work in business administration, computer science or a related field is desirable. Two years of increasingly responsible general office support and clerical experience.-]~~
- [(o)] ~~**Assistant Community Development Director.** Graduation from an accredited college or university with a bachelor's degree in urban planning, or a closely related field such as public administration, civil engineering, or architecture, and six years experience in the community development field, three of which were at a supervisory level; or any equivalent combination of training and experience.-]~~
- [(p)] ~~**Assistant Finance Director.** Graduation from an accredited college or university with a bachelor's degree in finance, public administration, business administration, or a closely related field, and seven years of progressively responsible finance experience including two years of management and administrative responsibility; or any equivalent combination of training and experience.-]~~
- [(q)] ~~**Assistant to the City Manager.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a closely related field, and four years of increasingly responsible professional level administrative and management analysis experience with a local government environment; or any equivalent combination of training and experience.-]~~
- [(r)] ~~**Director of Technology.** Graduation from an accredited college or university with a bachelor's degree in computer science, business administration, public administration or a related field and ten years of increasingly responsible supervisory and professional level administrative and technology experience preferably within a local government, including three years of administrative and management responsibility; or any equivalent combination of training and experience.-]~~
- [(s)] ~~**Building and Safety Manager.** Graduation from an accredited college or university with a bachelor's degree in building construction, engineering, architecture, or a related field, and six years increasingly responsible plans examination and building inspection experience, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.-]~~
- [(t)] ~~**Code Enforcement Manager.** Graduation from an accredited college or university with an associate of arts degree in business administration, criminal justice or a closely related field, and three years of increasingly responsible experience in public sector code enforcement, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.-]~~

- ~~[(u) **Assistant Director of Emergency Communications.** Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, or a related field, and six years of increasingly responsible experience in emergency communications or public safety dispatch, including two years of administrative and supervisory experience; or any equivalent combination of training and experience.]~~
- ~~[(v) **Director of the Office of Communications and Community Engagement.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, political science, public relations, marketing, journalism, or a closely related field, and six years of progressively responsible experience in community relations, public relations, media relations, mass communication, marketing and community/customer relations programs, preferably in a local government environment; or any equivalent combination of training and experience.]~~
- ~~[(w) **Planning and Housing Manager.** Graduation from an accredited college or university with a bachelor's degree in planning, business administration, public administration, or related field, and six years of increasingly responsible planning experience including three years of management and administrative responsibility; or any equivalent combination of training and experience.]~~
- ~~[(x) **Engineering Manager.** Graduation from an accredited college or university with a bachelor's degree in civil engineering or a closely related field, and seven years of increasingly responsible experience in public works administration, including two years of supervisory experience; or any equivalent combination of training and experience. Must possess current registration as a professional engineer in the State of Nevada or the ability to obtain within six months of hire.]~~
- ~~[(y) **Sewer Engineering Manager.** Graduation from an accredited college or university with a bachelor's degree in sanitary engineering, civil engineering, or a related field, and seven years of progressively responsible sanitary engineering experience, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience. Must possess current registration as a professional engineer in the State of Nevada or the ability to obtain within six months of hire.]~~
- ~~[(z) **Community Liaison.** Graduation from an accredited college or university with a bachelor's degree in marketing, public relations, communications, journalism, public administration, or closely related field, and two years of increasingly responsible experience in public communications, community relations, or neighborhood services programs; or any equivalent combination of training and experience.]~~
- ~~[(aa) **Digital Engagement Program Manager.** Graduation from an accredited college or university with a bachelor's degree in communications, public administration, marketing, journalism, or a related field and four years increasingly responsible experience in leadership, communications, project management, public relations, website development and social marketing; or any equivalent combination of training and experience.]~~
- ~~[(bb) **Labor Relations Program Manager.** Graduation from an accredited college or university with a bachelor's degree in personnel administration, public administration, business administration, or a related field, and five years of increasingly responsible human resources administration experience, including two years of supervisory experience; or any equivalent combination of training and experience.]~~
- ~~[(cc) **Legislative Relations Program Manager.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, political science, or a closely related field, and five years of progressively responsible experience in state or local government relations. A master's degree or Juris Doctorate is preferred.]~~
- ~~[(dd) **Sustainability Manager.** Graduation from an accredited college or university with a bachelor's degree in environmental science, environmental engineering, or a related field and five years of increasingly responsible experience administering environmental programs; or any equivalent combination of training experience.]~~
- ~~[(ee) **Revitalization Manager.** Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, business administration, criminal justice, or a related field; and five years of increasingly responsible experience in public sector code enforcement, international property~~

maintenance code enforcement, and development of public education outreach programs, including two years of administrative and advisory responsibility; or an equivalent combination of training and experience.]

~~[(ff) **Business Relations Manager.** Graduation from an accredited college or university with a bachelor's degree in accounting, business administration, public administration, or a related field and six years of increasingly responsible experience in accounting, business licensing and inspection, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.]~~

~~[(gg) **Internal Auditor.** Graduation from an accredited college or university with a bachelor's degree in public administration, accounting, or related field, and five years of increasingly responsible auditing experience including responsibility for management, organizational and performance analysis; or any equivalent combination of training and experience.]~~

~~[(hh) **Maintenance and Operations Manager.** Graduation from an accredited college or university with a bachelor's degree in public works maintenance, business administration, engineering, or a closely related field, and five years of increasingly responsible experience in street maintenance, building and facilities maintenance, sewer and storm drain maintenance or fleet experience, including three years of administrative and supervisory responsibility; or any equivalent combination of training and experience.]~~

~~[(ii) **Government Affairs Coordinator.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, political science, or a closely related field, and two years of increasingly responsible administrative and management analysis experience; or any equivalent combination of training and experience.]~~

~~[(jj) **Parks Manager.** Graduation from an accredited college or university with a bachelor's degree in park management, horticulture, floriculture, or a related field, and six years of increasingly responsible experience in the development and/or maintenance of parks, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.]~~

~~[(kk) **Building Official.** Graduation from an accredited college or university with major course work in building construction, engineering, architecture, or a related field, and six years of increasingly responsible experience in plans examination and building inspection, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.]~~

~~[(ll) **Principal Civil Engineer / Engineering Manager.** Graduation from an accredited college or university with a bachelor's degree in civil engineering or a related field, and six years of increasingly responsible professional civil engineering experience, including two years of supervisory experience and two years of administrative and/or lead supervisory experience; or any equivalent combination of training and experience. Possession of current registration as a Professional Engineer and ability to obtain registration as a professional engineer in the appropriate discipline in the State of Nevada within six months of hire.]~~

~~[(mm) **Planning Manager.** Graduation from an accredited college or university with a bachelor's degree in urban or regional planning or closely related field, and four years of increasingly responsible professional urban planning experience, including one year of administrative or lead supervisory responsibility; or any equivalent combination of training and experience.]~~

~~[(nn) **Public Information Officer.** Graduation from an accredited college or university with a bachelor's degree in communications, journalism, or a closely related field, and two years of increasingly responsible experience in preparing and disseminating information through various media; or any equivalent combination of training and experience.]~~

~~[(oo) **Communications Program Manager.** Graduation from an accredited college or university with a bachelor's degree in public relations, journalism, communications, or closely related field, and four years of increasingly responsible experience in public relations, marketing, journalism, communications, media coverage or a related field; or any equivalent combination of training and experience.]~~

~~[(pp) **Recreation Manager.** Graduation from an accredited college or university with a bachelor's degree in recreation, public administration, business administration, or a closely related field, and six years of~~

increasingly responsible recreation experience, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.]

~~[(qq) **Risk Manager.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a closely related field, and five years of increasingly responsible experience working in a risk management program with responsibility for analyzing risk exposures and developing and implementing appropriate risk management responses; or any equivalent combination of training and experience.]~~

~~[(rr) **Administrative Executive Secretary to the City Manager.** Graduation from the twelfth grade supplemented by specialized business or secretarial training, and five years of increasingly responsible office administrative and secretarial experience; or any equivalent combination of training and experience.]~~

~~[(ss) **Senior Management Analyst.** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or field related to the area of assignment, and three years of increasingly responsible professional level administrative and management analysis experience, preferably in a local government environment; or any equivalent combination of training and experience.]~~

~~[(tt) **Special Events Program Manager.** Graduation from an accredited college or university with a bachelor's degree in tourism/recreation administration, marketing, business administration, or a related field, and five years of increasingly responsible experience in planning, organizing and overseeing large special events; or any equivalent combination of training and experience.]~~

~~[(uu) **Traffic Engineer.** Graduation from an accredited college or university with a bachelor's degree in traffic or civil engineering, or a related field, and five years of increasingly responsible traffic or civil engineering experience, including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience. Must possess current registration as a professional engineer in the State of Nevada.]~~

Appointive Officers

a) **Assistant Chief of Police.**

Education/Training/Experience:

A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or a related field, and eight years of increasingly responsible law enforcement experience, including three years of management and administrative responsibility; or a combination of applicable education and law enforcement experience

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid POST certificate.

b) **Assistant City Manager.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, urban planning, or a related field. A Master's degree is preferred.

Experience:

Ten years of progressively responsible management, administrative, or staff experience in a business or organization including four years of department management experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

c) **Assistant Director of Development Services.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, civil engineering, public administration, business administration, or a related field. A Master's degree is desirable.

Experience:

Eight years of increasingly responsible urban planning, civil engineering, or architecture experience, including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

AICP certification, registration as a Professional Engineer, and/or registration as an Architect is desirable.

d) Assistant Director of Finance.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in finance, public administration, business administration or a related field.

Experience:

Seven years of progressively responsible municipal finance experience including two years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

e) Assistant Director of Public Works

Education/Training:

A Bachelors degree from an accredited college or university with major course work in business administration, public administration, civil engineering, or a related field.

Experience:

Seven years of increasingly responsible public works maintenance experience including four years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of Nevada is desirable.

f) Assistant Director of Human Resources.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources, or a related field.

Experience:

Seven years of progressively responsible human resources experience including two years of public sector management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

g) Assistant Director of Utility Services.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in environmental engineering, civil engineering, or a related field.

Experience:

Seven years of increasingly responsible civil or environmental engineering experience including four years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of Nevada or the ability to obtain one within six months of hire.

h) Chief Equity and Community Relations Officer.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, sociology, public relations, communications, political science, project management, gender studies, or a related field. A Master's Degree is preferred.

Experience:

Eight years of progressively responsible management/administrative analytical work experience including professional experience with cultural and social competency, program management, public outreach, diversity consulting, training, mediation, inclusion services, and/or working with diverse communities including three years of administrative and/or supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

i) Chief Innovation & Experience Officer.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Eight years of increasingly responsible experience in program or project management, performance management, or business process improvement including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

j) Chief of Police.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or a related field.

Experience:

Ten years of increasingly responsible law enforcement experience including five years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid POST management certificate.

k) Director of Business Licensing.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, public administration or a related field.

Experience:

Ten (10) years of increasingly responsible experience in accounting, business licensing and inspection experience including two years of administrative and supervisory responsibility; or any equivalent combination of training and experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

l) Director of Communications.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, political science, public relations, marketing, journalism, or a related field.

Experience:

Eight years of increasingly responsible community relations, public relations, or marketing experience including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

m) Director of Development Services.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, civil engineering, public administration, business administration, or a related field. A Master's degree is desirable.

Experience:

Ten years of increasingly responsible urban planning, civil engineering, or architecture experience, including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

AICP certification, registration as a Professional Engineer and/or registration as an Architect is desirable.

n) Director of Finance.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in finance, public administration, business administration, or a related field.

Experience:

Ten years of increasingly responsible finance experience including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

o) Director of Housing and Neighborhood Development

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, housing, planning, economic development, project management, or a related field. A Master's Degree is preferred.

Experience:

Ten (10) years of progressively responsible experience in the area of housing, homeless services, or other related programs, including two years of administrative and/or supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

p) Director of Human Resources.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in personnel administration, business administration, public administration, or related field. A Master's degree is desirable.

Experience:

Ten years of increasingly responsible human resources experience including three years of public sector management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

q) Director of Information Technology.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science, information systems, or a related field. A Master's degree is desirable.

Experience:

Ten years of increasingly responsible experience in information technology or systems management, including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

r) Director of Maintenance and Operations.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in engineering, construction management, public administration, or a closely related field.

Experience:

Ten (10) years of progressively responsible maintenance and operations of public infrastructure, public works, and/or engineering experience including three (3) years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

s) Director of Parking and Code Enforcement.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Five years of increasingly responsible code compliance/parking enforcement experience, including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

t) Director of Parks and Recreation.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, public administration, or a related field.

Experience:

Eight years of broad and extensive program experience in municipal recreation, leisure, senior services, and/or parks development and maintenance activities including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

National Recreation and Park Association Certified Park & Recreation Professional (CPRP) or Certified Park & Recreation Executive (CPRE)

u) Director of Policy and Strategy.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

At least eight years of increasingly responsible experience in the analysis, design, implementation, and administration of long-range, far-reaching programs including three years of management and administrative responsibility. Experience in the coordination of work activities between varied organizational units is preferred.

License or Certificate:

Possession of an appropriate, valid driver's license.

v) Director of Public Safety Dispatch

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

Experience:

Ten (10) years of increasingly responsible experience in emergency communications or public safety dispatch including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

w) Director of Public Works/City Engineer.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil, environmental, or traffic engineering or a related field.

Experience:

Ten years of increasingly responsible public works and engineering experience including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of Nevada.

x) Director of Utility Services.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil or environmental engineering or a related field.

Experience:

Ten years of increasingly responsible water and wastewater resources management experience including capital projects, public utility, or public works; including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of registration as a Professional Engineer in the State of Nevada.

y) Fire Chief.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in fire science, public administration, business or organizational management or a related field.

Experience:

Ten years of increasingly responsible fire service experience including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Preferred Qualifications:

Graduation from the National Fire Academy's Executive Fire Officer Program or equivalent;

Completion of an advanced management program;

Professional management credential from a nationally recognized organization.

z) Regional Infrastructure Administrator.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, engineering, public administration, economics or a closely related field.

Experience:

Ten (10) years of progressively responsible experience in public administration that directly involved sewer or water resource and infrastructure management, and forecasting and analysis, including three

(3) years at the executive or department director level.

License or Certificate:

Possession of an appropriate, valid driver's license.

Appointive Employees

a) Benefits Manager.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's Degree from an accredited college or university in Human Resources, Industrial Relations, Public Administration, Business Administration, or a closely related field.

Experience:

Five (5) years of increasingly responsible administrative and professional analytical experience involving benefit administration.

License or Certificate:

Possession of an appropriate, valid driver's license.

b) Building & Safety Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in building construction, engineering, architecture or a related field.

Experience:

Six years of increasingly responsible plans examination, building construction and inspection experience including three years of administrative and supervisory responsibility in a building department preferred or an equivalent combination of training and experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

ICC Certified Building Official.

c) Communications Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public relations, communications, journalism or a related field.

Experience:

Four years of increasingly responsible experience in public relations, marketing, journalism, communications, media coverage or a related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

d) Community Relationships Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment.

Experience:

Four years of increasingly responsible professional level administrative and community relations experience preferably within a local government environment, including one year in a supervisory capacity.

License or Certificate:

Possession of an appropriate, valid driver's license.

e) Council Relations Manager.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized business or administrative training. Additional specialized or college level coursework in business administration, office management, public administration or a related field is highly desirable.

Experience:

Five years of increasingly responsible office administrative and secretarial experience that includes one year in a supervisory capacity. Experience in a municipal government is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

f) Council Relations Specialist.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in marketing, public relations, communications, journalism, public administration, or a related field.

Experience:

Two years of increasingly responsible experience in public communications, community relations, or neighborhood services programs.

License or Certificate:

Possession of an appropriate, valid driver's license.

g) Digital Experience Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in communication, public administration, marketing, journalism, or a related field. Formal training in graphic design is highly desirable.

Knowledge and experience to expertly manipulate Adobe CS6

Experience:

Four years of increasingly responsible experience in leadership, communications, project management, public relations, website development, and social marketing.

License or Certificate:

Possession of an appropriate, valid driver's license.

h) Employee Relations Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in personnel administration, labor relations, public administration, business administration, or a related field.

Experience:

Five years of increasingly responsible employee or labor relations experience including experience in employment hearings, grievance hearings, arbitrations, impasse procedures, and/or experience with labor associations OR an equivalent combination of education and experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

i) Executive Assistant.

Education/Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized clerical support training. College level coursework in business administration, computer science or a related field is desirable.

Experience:

Two years of increasingly responsible general office support and clerical experience.

License or Certificate:

Possession of a valid driver's license.

j) Executive Assistant to the City Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is highly desirable.

Experience:

Three years of increasingly responsible professional level administrative and management analysis experience within a local government environment.

License or Certificate:

Possession of an appropriate, valid driver's license.

k) Government Affairs Manager

Education/Training:

A Bachelor's from an accredited college or university with major course work in public administration, business administration, industrial relations, or a related field. A Master's or Juris Doctorate degree is preferred.

Experience:

Five years of progressively responsible experience in state or local government relations.

License or Certificate:

Possession of an appropriate, valid driver's license.

Registered Lobbyist with the State of Nevada.

l) Internal Auditor.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, finance, management, public administration, or a related field.

Experience:

Five years of increasingly responsible auditing experience including responsibility for management, organizational, and performance analysis. Experience in a public sector organization is preferred.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).

m) Labor Relations Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in personnel administration, labor relations, public administration, business administration, or a related field.

Experience:

Three years of increasingly responsible labor relations experience including experience in labor board hearings, grievance hearings, arbitrations, impasse procedures, and collective bargaining negotiations.

License or Certificate:

Possession of an appropriate, valid driver's license.

n) Management Analyst – City Manager's Office.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment.

Experience:

Two years of responsible professional level administrative and management analysis experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

o) Mayoral Relations Administrator.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized business or administrative training. Additional specialized or college level course work in business administration, office management, public administration or a related field is highly desirable.

Experience:

Five years of increasingly responsible office administrative and secretarial experience that includes two years at an executive level. Experience in a municipal government is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

p) Organizational Development Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources, organizational development, psychology, education, or a related field. A Master's degree is desirable.

Experience:

Five years of increasingly responsible experience administering employee training and development programs.

License or Certificate:

Possession of an appropriate, valid driver's license.

g) **Payroll Manager.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, accounting, finance, economics, statistics, or a closely related field. A Master's degree is highly desirable.

Experience:

Three years of increasingly responsible professional level payroll management experience, preferably within a local government environment.

License or Certificate:

Possession of an appropriate, valid driver's license.

r) **Planning Manager.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban/regional planning or a related field.

Experience:

Four years of increasingly responsible professional urban planning experience including one year of administrative or lead supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of AICP certification from the American Planning Association is desirable.

s) **Public Communications Specialist.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public relations, communications, journalism or a related field.

Experience:

Four years of increasingly responsible experience in public relations, marketing, journalism, communications, media coverage or a related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

t) **Revitalization Manager.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, economic development, planning, or a related field. A Master's degree is preferred.

Experience:

Four years of increasingly responsible experience in economic development, redevelopment, planning, land development, code enforcement, program administration or related field. Public sector operations and administration experience preferred.

License or Certificate:

Possession of an appropriate, valid driver's license.

u) **Risk Manager.**

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

Experience:

Five years of increasingly responsible experience working in a risk management program including experience for analyzing risk exposures and developing and implementing appropriate risk management responses.

License or Certificate:

Possession of an appropriate, valid driver's license.

v) Senior Administrative Assistant

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training. Additional specialized or college level course work in business administration, office management, or a related field is highly desirable.

Experience:

Four years of increasingly responsible office administrative and secretarial experience. Experience in a municipal government is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

w) Senior Management Analyst.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a field related to area of assignment. A Master's degree is highly desirable.

Experience:

Three years of increasingly responsible professional level administrative and management analysis experience preferably within a local government environment.

License or Certificate:

Possession of an appropriate, valid driver's license.

x) Special Events Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in tourism/recreation administration, marketing, business administration, or a related field with a specialization in event management preferred. A Masters Degree is preferred.

Experience:

Five years of increasingly responsible experience planning, organizing, and overseeing large special events.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of Certified Festival & Event Executive status is desirable.

y) Strategic Initiatives Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

Experience:

Five years of increasingly responsible strategic planning experience including experience in local government.

License or Certificate:

Possession of an appropriate, valid driver's license.

z) Sustainability Manager.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Environmental Science, Environmental Engineering, or closely related field. A Master's Degree is preferred.

Experience:

Five years of progressively responsible experience administering environmental programs.

License or Certificate:

Possession of an appropriate, valid driver's license.

Registration as a Certified Energy Manager is preferred.

aa) Urban Economist.

Education/Training:

A Bachelor's degree from an accredited college or university in mathematics, economics, statistics, urban planning, public administration, public policy, political science, or a closely related field. Master's degree is preferred.

Experience:

Four years of experience performing increasingly responsible statistical, economic and/or policy analysis and evaluation.

License or Certificate:

Possession of an appropriate, valid driver's license.

SECTION 3. The Reno City Council hereby finds that this ordinance is not subject to the requirements of Chapter 237 of NRS, Business Impact Statement process.

SECTION 4. This Ordinance shall be in effect from and after its passage, adoption and publication in one issue of a newspaper printed and published in the City of Reno.

SECTION 5. The City Clerk and Clerk of the City Council of the City of Reno is hereby authorized and directed to have this Ordinance published in one issue of the Reno Gazette-Journal, a newspaper printed and published in the City of Reno.

Upon motion by Councilmember _____, and seconded by Councilmember _____, the foregoing Resolution was passed and adopted this _____ day of _____, 2023, by the following vote of the Council:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this _____ day of _____, 2023.

HILLARY SCHIEVE

MAYOR OF THE CITY OF RENO

ATTEST:

MIKKI HUNTSMAN

CITY CLERK AND

CLERK OF THE CITY COUNCIL

OF THE CITY OF RENO,

NEVADA