

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
Benefits Manager
Building & Safety Manager
Communications Manager
Community Relationships Manager
Council Relations Manager
Council Relations Specialist
Digital Experience Manager
Employee Relations Manager
Executive Assistant
Executive Assistant to the City Manager
Government Affairs Manager
Housing Manager
Internal Auditor
Labor Relations Manager
Management Analyst – City Manager’s Office
Mayoral Relations Administrator
Organizational Development Manager

Payroll Manager
Planning Manager
Public Communications Specialist
Revitalization Manager
Risk Manager
Senior Administrative Assistant
Senior Management Analyst
Special Events Manager
Strategic Initiatives Manager
Sustainability Manager
Urban Economist

**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:

**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.

q) **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