

Item # 6

**City of Carson City
Agenda Report**

Date Submitted: August 28, 2007

Agenda Date Requested: September 6, 2007

Time Requested: 10 minutes

To: Mayor and Board of Supervisors

From: Ann Silver, Human Resources Director

Subject Title: Action to select final candidate(s) for the full-time City Auditor position.

Staff Summary: The recruitment for the full-time City Auditor position reporting to the Board of Supervisors has produced qualified applicants. Qualified applications were forwarded to the Board of Supervisors for review

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve selection of *(name of applicant(s))* as candidate(s) for the position of City Auditor.

Explanation for Recommended Board Action: Qualified applications have been forwarded for consideration as they were received. Selection of candidate(s) to interview for the position should proceed.

Applicable Statute, Code, Policy, Rule or Regulation: Carson City Charter Sec. 3.075

Fiscal Impact: Based on compensation determined by Board of Supervisors.

Funding Source: Internal Auditor budget.

Alternatives: Position not filled, recruitment extended.

Supporting Material: Job specification

Prepared By:

Reviewed By:

(Department Head)

(City Manager)

(District Attorney)

(Finance Director)

Date:

Date:

Date:

Date:

Board Action Taken:

Motion:

1)

2)

Aye/Nay

(Vote Recorded By)

CONSOLIDATED MUNICIPALITY OF CARSON CITY

OPEN POSITION JOB SPECIFICATION

Position title: City Auditor

Reports To: Carson City Board of Supervisors

Annual Salary: \$78,849 to \$110,388 (D.O.Q.)

prorated for payment on a biweekly basis

Department: Board appointed position

Adopted: 08/2007

Open: 8/16/2007 **Closes:** No less than 15 days from posting

DEFINITION: This is an exempt, full-time position. Under the administrative direction of the Board of Supervisors, the Auditor plans, coordinates, and conducts financial audits, performance audits, compliance audits, and special research projects in accordance with issued directives.

EXAMPLES OF DUTIES: The following is a partial description of job duties and is not all inclusive:

- Performs complex administrative audits to evaluate, determine and improve the quality, efficiencies, and effectiveness of the city's policies, procedures, and processes;
- Collects and analyzes statistical, numerical, systems-related and other relevant data on operational objectives adopted by the Board of Supervisors;
- Evaluates internal controls, review records, and examines financial, operational, and procedural processes to determine compliance with applicable ordinances, regulations, laws, contracts, policies, and best organizational practices;
- Uses appropriate audit methodologies to prepare and present formal written audit reports to the Board of Supervisors, to summarize audit findings to department heads and City Manager, and to provide recommendations on city-wide programs, policies, procedures, and public services;
- Makes public presentations to the Board of Supervisors and citizens regarding ongoing audit activity, audit reports, and to answer questions;
- Supervises or conducts follow-up audit reviews to ensure the implementation of audit recommendations; consults with City Manager and department heads to ensure timely and efficient implementation of design and implementation of revised policies, procedures, or processes;
- Serves as Chair of the City Audit Committee; and
- As requested by the Board of Supervisors, coordinates special projects aimed at improving city-wide operations that link financial and operational strategies to pre-determined objectives.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university with major coursework in Finance, Accounting, Business, Business Management, Public Administration or a related field;
- A minimum of four (4) years of progressively responsible auditing experience which included organizational and/or management analysis and the development of procedures, policies, or processes.
- Ability to conduct public sector audits in accordance with governmental guidelines and directives, and Federal, State, and local laws, codes, and regulations.
- Experience with research and analysis of complex processes and techniques.
- Effective oral presentation, business writing, and report preparation skills.
- Ability to use modern office equipment and computer technology on regular basis.
- Ability to exercise sound judgment, decisiveness, and conflict resolution skills in the implementation of all job duties.

Carson City does not provide relocation expenses or for travel and related expenses incurred for interviews.

If offered employment, the candidate must successfully complete a pre-employment background check, drug screening, provide a current DMV report if a valid driver's license is required for job related duties and a typing certificate from a professional testing center. Inability to meet these requirements will preclude the applicant from further consideration for employment.

Carson City is an Equal Employment Opportunity Employer.

Persons requesting accommodation under the Americans with Disabilities Act must advise the Human Resources Department prior to the start of employment.

For further information please contact:
Roger Scott, Recruitment and Training Manager
rscott@ci.carson-city.nv.us

Or apply online at:
www.carson-city.nv.us
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