

Item # 13F

**City of Carson City
Agenda Report**

Date Submitted: November 6, 2007

Agenda Date Requested: November 15, 2007

Time Requested: 5 Minutes

To: Board of Supervisors

From: Roger Moellendorf, Parks and Recreation Director

Subject Title: Action to determine the position of Part-Time Recreation Aide/Sports is critical to City operations and to authorize the position to be filled as soon as practical.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriffs Deputies and Firefighters, be filled without specific Board approval. The Parks and Recreation Department is asking that the Board find that the position of Part-Time Recreation Aide/Sports is critical to City operations and authorize the position to be filled. The Recreation Division currently has a request for four Recreation Aide/Sports positions. This position principally performs the following duties: Provides assistance to the operations of the Parks and Recreation Department's Youth Basketball and Youth Volleyball. Duties include facility supervision, score keeping, timekeeping, and officiating..

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: Move to determine the position of Part-Time Recreation Aide/Sports is critical to City operations and to authorize the position to be filled as soon as practical.

Explanation for Recommended Board Action:

This position has been deemed critical to operations for the following reasons:

1. Without the program the Parks and Recreation Department would not be able to provide quality recreational sports programs for the youth of Carson City.
2. The cost of the position is paid through the registration costs of the programs. All costs are covered through registration fees for the program.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact:

Monthly Position Costs Budgeted: \$5,381.00

Monthly Position Costs Estimated: \$1,120.00

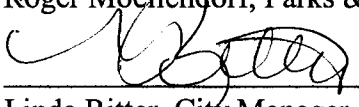
Explanation of Impact: Monthly Position Costs include salary and associated benefits.

Funding Source: 101-5060-451 Fund

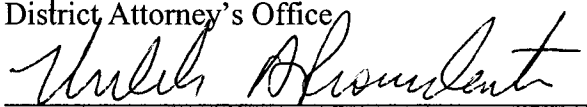
Alternatives: Deny the request and direct staff to reduce the scope and content of Recreation Sport programs.

Supporting Material: Position Requisition

Prepared By:  **Date:** 11/06/07
Roger Moellendorf, Parks & Recreation Director

Reviewed By:  **Date:** 11/6/07
Linda Ritter, City Manager

 **Date:** 11/6/07
District Attorney's Office

 **Date:** 11/6/07
Finance Department

Board Action Taken:

Motion: _____ 1: _____ Aye/Nay
2: _____

(Vote Recorded By)

CARSON CITY JOB REQUISITION

Revised: 8/2007

Date: 9/12/2007

Number of Openings: ONE (1)

Position Title: Assistant Sports Official (youth volleyball) Department: Recreation-Sports

RECEIVED

Reporting to (Name & Title): Joel Dunn - Recreation Manager - Sports

SEP 14 2007

New Position ☒ Existing Position ☐ Replacement for: _____

Carson City
Human Resources

Budgeted: Yes ☒ No ☐ Funding Source: Program Registration Budget # 5060-451

Full Time ☐ Part Time ☒ Seasonal: from _____ to _____ (Payroll Distribution)

Please list the 3-5 essential functions performed by this position:

- Monitor Youth Volleyball
- Assistant Youth Volleyball Official
-
-
-

Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):

- 4-years Volleyball experience (2-years at a competitive level)
- Extensive knowledge of volleyball rules/regulations
- Age 16 or over at time of employment

Please list relevant recruitment resources: (i.e., journals, websites)

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-
-

Department Director:


Signature

9/13/07
Date

Human Resource Director:

Signature

Date

Finance Director:

Signature

Date

City Manager:

Signature

Date