

City of Carson City
Agenda Report

Item # 13E

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 Lifeguard 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 Lifeguard is critical to City operations and authorize the position to be filled. The Recreation Division currently has a request for two Lifeguard positions.

Duties include life guarding and swim lesson instructions.

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 Lifeguard 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. The position provides for public safety at the City Aquatics Facility.
2. State law (Nevada Administrative Code Chapter 444) mandates that municipal pools be supervised by lifeguards during their operations.

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

Fiscal Impact:

Monthly Position Costs Budgeted: \$20,832.25

Monthly Position Costs Estimated: \$620.00

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

Funding Source: 101-5055-451 Fund

Alternatives: Deny the request and direct staff to reduce the hours of operation or programs at the Aquatics Facility.

Supporting Material: Position Requisition

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

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

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

Mark A. Prosser **Date:** 11/6/07
Finance Department

Board Action Taken:

Motion: _____ 1: _____ Aye/Nay

2: _____

(Vote Recorded By)

Revised: 8/2007

*Closing on Sunday
outdoor pool closing Labor Day*

CARSON CITY JOB REQUISITION

Date:

8/22/07

Position Title:

Lifeguard / Swim Instructor

Department:

Recreation / Pool

Reporting to (Name & Title):

Kurt MeyerNew Position ☐Existing Position ☒

Replacement for:

8 Seasonals that are leavingBudgeted: Yes ☒ No ☐Funding Source: 5055-451-

Budget #

Full Time ☐Part Time ☒

Seasonal: from

to

(Payroll Distribution)

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

- LIFEGUARD
- Swim Instructor
- Daily Cleaning
- Customer Service

RECEIVED

AUG 27 2007

Carson City
Human Resources

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

- American Red Cross CPR, First Aid, Lifeguarding at time of hire
- must be at least fifteen (15) years of age at time of hire

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

- N/A

Department Director:

Signature

[Signature]

Date

8/27/07

Human Resource Director:

Signature

[Signature]

Date

Finance Director:

Signature

[Signature]

Date

8/30/07

City Manager

[Signature]9/6/07 Date