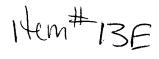
## City of Carson City Agenda Report



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 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	
(X) Formal Action/Motion	( ) Other (Specify)	
Does This Action Require A Busin	ess Impact Statement: ( ) Yes	( X ) 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

Supporting Material: Position Requisition Date: 1/ 106/07 Prepared By: Roger Moellendorf, Parks & Recreation Director \_\_\_\_\_\_ Date: 11,6,07 Reviewed By: Linda Ritter, City Manager Date: 1\/6/07 Finance Department **Board Action Taken:** Motion: \_\_\_\_\_\_ 1: \_\_\_\_\_ Aye/Nay (Vote Recorded By)

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

Aquatics Facility.

Kurt Meyer - Job Requisition rev 8-07.rtf	
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outdoor Fool closing later Day	
CARSON CITY JOB REQUISITION  Revised: 8/2007	
Date: <u>8/20/0</u>	
Position Title: Life Guard Swallstrow Department: RECZETION 100	
Reporting to (Name & Title):	
New Position Existing Position X Replacement br: 8 5E4504 15 that are Learns	
Budgeted: Yes X No Funding Source: 5055-451-	
Full Time Part Time X Seasonal: from to (Payroll Distribution)	
Please list the 3.5 accential 6	
Please list the 3-5 essential functions performed by this position:	
· Liteguard RECEIVED	
AUG 2 7 2007	
• Lifeguard  • Swim Instructor  • Daily Cleaning • Costomer Service  • Costomer Service  • RECEIVED  AUG 2 7 2007  Carson City  Human Resources	
Costonel Service	
Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):	
· American Res Cross CPR. First Ans. Lifeguarding at how of invent he at least filtern (15) years of any or men.	
Please list relevant recruitment resources: (i.e., journals, websites)	
: X/A	
	上
Department Director: Melley 8/27/07	
Signature / / Date	-
Human Resource Director:	
Finance Director:  Signature  Signature  2/20/7	
Signature Date	
City Nanager Signature 3/6/07 Date	=
$\frac{1}{2}$	