

**Carson City
Agenda Report**

Date Submitted: 1-7-14

Agenda Date Requested: 1-16-14
Time Requested: 15 minutes

To: The Board of Supervisors

From: Melanie Bruketta, HR Director

Subject Title: For Possible Action: To set the salary for the City Manager position.

Staff Summary: The Board of Supervisors hired Ralph Andersen to conduct the search for a new City Manager. The Board is being asked to establish a salary range for the position before the recruitment begins. The salary range, once established, will be placed in the recruitment brochure.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other

Does this Action Require a Business Impact Statement: Yes No

Recommended Board Action: I move to set the City Manager salary range at _____.

Explanation for Recommended Board Action: The current annual salary for the City Manager is \$137,205.95. The Board needs to determine the salary range so it can be included in the recruitment brochure. Attached to this agenda item is the list of surrounding jurisdictions and the compensation paid to City/County Managers and their assistants.

Applicable Statute, Code, Policy, Rule or Regulation:

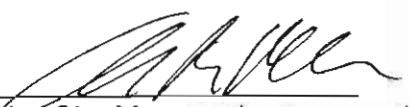
Fiscal Impact: Unknown- fiscal impact will be determined once the Board adopts a salary range and negotiates a salary with the new City Manager.

Explanation of Impact: Unknown at this time

Supporting Material: Local labor market survey

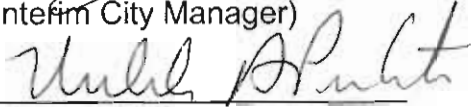
Prepared By: Melanie Bruketta, HR Director *MB*

Reviewed By:



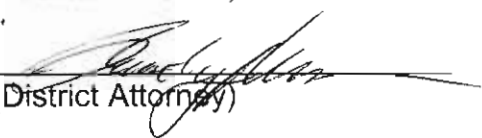
(Interim City Manager)

Date: 1-7-14



(Finance Director)

Date: 1/7/14



(District Attorney)

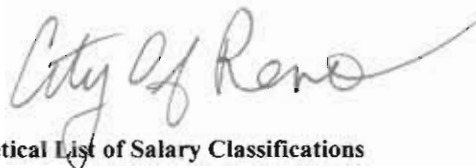
Date: 1/2/14

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays
2) _____

(Vote Recorded By)

| <u>City of Reno</u> | <u>Minimum Range</u> | <u>Maximum Range</u> |
|--|----------------------|----------------------|
| <u>Title</u> | | |
| Assistant City Manager | 139,512 | 182,761 |
| City Manager | | 193,640 |
| <u>Washoe County</u> | | |
| <u>Title</u> | | |
| Assistant County Manager | 120,661 | 156,624 |
| County Manager | | 203,798 |
| <u>City of Carson City</u> | | |
| <u>Title</u> | | |
| Deputy City Manager | 96,170 | 134,638 |
| City Manager | 93,266 | 138,578 |
| <u>Sparks</u> | | |
| <u>Title</u> | | |
| Assistant City Manager | | 178,360 |
| City Manager | | 196,227 |
| <u>Douglas County</u> | | |
| <u>Title</u> | | |
| Assistant County Mgr/Chief Financial Officer | 87,256 | 118,581 |
| County Manager | 106,309 | 144,477 |
| <u>Lyon County</u> | | |
| <u>Title</u> | | |
| County Manager | 95,459 | 120,580 |
| <u>Elko County</u> | | |
| <u>Title</u> | | |
| Assistant City Manager | 83,563 | 112,383 |
| City Manager | 106,904 | 143,774 |
| <u>RTC Washoe</u> | | |
| <u>Title</u> | | |
| Executive Office Administrator | 44,637 | 65,416 |
| Executive Director | 141,939 | 212,909 |
| <u>Churchill County</u> | | |
| <u>Title</u> | | |
| County Manager | 105,789 | 142,272 |
| <u>Truckee Meadows Water Authority</u> | | |
| <u>Title</u> | | |
| General Manager | 138,022 | 179,710 |
| <u>IVGID</u> | | |
| <u>Title</u> | | |
| General Manager | 140,000 | 180,000 |
| <u>Carson City School District</u> | | |
| Associate Superintendent | 80,197 | 113,163 |
| Superintendent | | 126,000 |



Alphabetical List of Salary Classifications
Effective 7/1/2013

| Salary Range | Position Title | Minimum Salary | Maximum Salary |
|----------------|---|----------------|----------------|
| R27 | Accountant | \$ 66,491 | \$ 80,821 |
| G19 | Accounting Assistant | \$ 36,941 | \$ 54,704 |
| RA34 | Accounting Manager | \$ 86,701 | \$ 113,578 |
| G22 | Accounting Technician | \$ 42,744 | \$ 63,315 |
| C23 | Administrative Secretary | \$ 47,424 | \$ 66,408 |
| G23 | Administrative Secretary | \$ 44,886 | \$ 66,498 |
| B35 | Administrative Services Manager | \$ 85,167 | \$ 111,568 |
| G25 | Application Support Technician | \$ 49,504 | \$ 73,299 |
| A45 | Assistant City Manager | \$ 139,512 | \$ 182,761 |
| R30 | Assistant Emergency Communications Manager | \$ 76,972 | \$ 93,560 |
| B40 | Assistant Finance Director | \$ 108,697 | \$ 142,392 |
| B40 | Assistant Fire Chief | \$ 108,697 | \$ 142,392 |
| R27 | Assistant Planner | \$ 66,491 | \$ 80,821 |
| B35 | Assistant to the City Manager | \$ 85,167 | \$ 111,568 |
| R33 | Associate Civil Engineer | \$ 89,105 | \$ 108,307 |
| R29 | Associate Planner | \$ 73,307 | \$ 89,105 |
| F28 | Battalion Chief Non-Line | \$ - | \$ 110,614 |
| F28 | Battalion Chief Line | \$ - | \$ 110,452 |
| B37 | Building & Safety Manager | \$ 93,897 | \$ 123,004 |
| RA34 | Building Official | \$ 86,701 | \$ 113,578 |
| G26 | Business License Compliance Officer | \$ 51,979 | \$ 76,960 |
| B29 | Business Relations Program Manager | \$ 63,552 | \$ 83,253 |
| B42 | Chief Deputy City Attorney | \$ 119,838 | \$ 156,987 |
| B31 | Chief Deputy City Clerk | \$ 70,067 | \$ 91,788 |
| B36 | Chief Examiner | \$ 89,425 | \$ 117,147 |
| A44 | Chief of Police | \$ 132,868 | \$ 174,058 |
| C17 | Citizen Service Representative | \$ 35,390 | \$ 49,553 |
| Set By Council | City Attorney | \$ - | \$ 166,502 |
| Set By Council | City Clerk | \$ - | \$ 105,854 |
| Set By Council | City Manager | \$ - | \$ 193,640 |
| C25 | Civil Service Technician | \$ 52,286 | \$ 73,214 |
| G26 | Code Compliance Inspector | \$ 55,261 | \$ 77,739 |
| RA35 | Collection System Program Manager | \$ 91,036 | \$ 119,257 |
| G27 | Combination Inspector | \$ 54,558 | \$ 80,808 |
| B40 | Communications and Technology Manager | \$ 108,697 | \$ 142,392 |
| G27 | Communications Technician | \$ 54,558 | \$ 80,808 |
| B37 | Community Development Program Manager | \$ 93,897 | \$ 123,004 |
| B28 | Community Liaison | \$ 60,527 | \$ 79,289 |
| B33 | Community Reinvestment Manager | \$ 77,248 | \$ 101,196 |
| C15 | Community Resource Specialist | \$ 32,099 | \$ 44,947 |
| RA36 | Community Services Manager | \$ 95,587 | \$ 125,220 |
| G19 | Community Services Officer I | \$ 36,941 | \$ 54,704 |
| G23 | Community Services Officer II | \$ 44,886 | \$ 66,498 |
| GS27 | Community Services Supervisor | \$ 54,558 | \$ 80,829 |
| Set By Council | Council Member | \$ - | \$ 66,835 |
| R28 | Crime Analyst | \$ 69,815 | \$ 84,861 |
| G20 | Custodial Coordinator | \$ 38,792 | \$ 57,429 |
| G13 | Custodian | \$ 27,560 | \$ 40,830 |
| B37 | Customer Service & Code Enforcement Manager | \$ 93,897 | \$ 123,004 |
| R34 | Data Base Administrator | \$ 93,560 | \$ 113,722 |
| PA6 | Deputy Chief of Police | \$ 142,362 | \$ 149,480 |

Alphabetical List of Salary Classifications
Effective 7/1/2013

| Salary Range | Position Title | Minimum Salary | Maximum Salary |
|---------------------|---|-----------------------|-----------------------|
| B32 | Deputy City Attorney I | \$ 73,570 | \$ 96,377 |
| B36 | Deputy City Attorney II | \$ 89,425 | \$ 117,147 |
| B40 | Deputy City Attorney III | \$ 108,697 | \$ 142,392 |
| B41 | Deputy Director of Public Works - Engineering | \$ 114,131 | \$ 149,512 |
| B41 | Deputy Director of Public Works - Maintenance | \$ 114,131 | \$ 149,512 |
| B41 | Deputy Director of Public Works - Sanitary Engineer | \$ 114,131 | \$ 149,512 |
| G19 | Development Permit Technician | \$ 36,941 | \$ 54,704 |
| R34 | Digital Asset Coordinator | \$ 93,560 | \$ 113,722 |
| B36 | Director of Communications & Community Engagement | \$ 89,425 | \$ 117,147 |
| A43 | Director of Community Development | \$ 126,541 | \$ 165,770 |
| A43 | Director of Finance & Administration | \$ 126,541 | \$ 165,770 |
| A43 | Director of Human Resources | \$ 126,541 | \$ 165,770 |
| B40 | Director of Office of Management & Budget | \$ 108,697 | \$ 142,392 |
| A43 | Director of Parks, Recreation & Community Services | \$ 126,541 | \$ 165,770 |
| A43 | Director of Public Works/City Engineer | \$ 126,541 | \$ 165,770 |
| B33 | Diversity & Training Program Manager | \$ 77,248 | \$ 101,196 |
| B37 | Economic Development Administrator | \$ 93,897 | \$ 123,004 |
| F28 | Emergency Medical Services Program Manager | \$ 90,605 | \$ 110,614 |
| B36 | Employee Services Manager | \$ 89,425 | \$ 117,147 |
| G21 | Engineering Assistant | \$ 40,726 | \$ 60,299 |
| B37 | Engineering Manager | \$ 93,897 | \$ 123,004 |
| G26 | Environmental Control Officer | \$ 55,261 | \$ 77,739 |
| G24 | Environmental Control Technician | \$ 47,133 | \$ 69,826 |
| B33 | Environmental Program Manager | \$ 77,248 | \$ 101,196 |
| R33 | Environmental Services Supervisor | \$ 89,105 | \$ 108,307 |
| G24 | Equipment Mechanic | \$ 54,704 | \$ 69,826 |
| G22 | Equipment Operator II | \$ 42,744 | \$ 63,315 |
| G20 | Equipment Parts Technician | \$ 38,792 | \$ 57,429 |
| G19 | Equipment Service Worker | \$ 36,941 | \$ 54,704 |
| G22 | Equipment Service Writer | \$ 42,744 | \$ 63,315 |
| G21 | Equipment Supply Technician | \$ 40,726 | \$ 60,299 |
| G21 | Evidence Technician | \$ 40,726 | \$ 60,299 |
| GS25 | Evidence Technician Supervisor | \$ 49,504 | \$ 73,299 |
| C28 | Executive Secretary to City Manager | \$ 60,527 | \$ 84,755 |
| F21 | Fire Captain (Training) | \$ - | \$ 80,581 |
| F21 | Fire Captain (Prevention) | \$ - | \$ 80,581 |
| F21 | Fire Captain (Suppression) | \$ - | \$ 80,582 |
| A44 | Fire Chief | \$ 132,868 | \$ 174,058 |
| F17 | Fire Equipment Mechanic | \$ 65,339 | \$ 72,538 |
| F16 | Fire Equipment Operator | \$ - | \$ 71,429 |
| F10 | Fire Equipment Service Technician | \$ 47,266 | \$ 58,029 |
| F21 | Fire Equipment Superintendent | \$ 71,793 | \$ 80,581 |
| F31 | Fire Marshall | \$ - | \$ 110,614 |
| F11 | Fire Prevention Inspector I | \$ 47,805 | \$ 64,885 |
| F17 | Fire Prevention Inspector II | \$ - | \$ 72,538 |
| F26 | Fire Protection Engineer | \$ 66,456 | \$ 86,604 |
| F11 | Firefighter | \$ 47,803 | \$ 64,885 |
| RA36 | Fleet Manager | \$ 95,587 | \$ 125,220 |
| R29 | GIS Analyst | \$ 73,307 | \$ 89,105 |
| C23 | GIS Technician | \$ 47,424 | \$ 66,408 |
| G23 | GIS Technician | \$ 44,886 | \$ 66,498 |

**Washoe County
Job Classification Salaries
Effective July 1, 2013**

| Job Cls # | Title | PS Area | PS Group | Level | Min hourly | Max hourly | Min Annual | Max Annual |
|-----------|--|---------|----------|-------|------------|------------|---------------|---------------|
| 60013788 | ADVANCED PRACTITIONER OF NURSING | PN | QQ | - | \$ 31.92 | \$ 41.47 | \$ 66,393.60 | \$ 86,257.60 |
| 60000617 | AIR QUALITY SPECIALIST I | W | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60000618 | AIR QUALITY SPECIALIST II | Y | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60000609 | AIR QUALITY SUPERVISOR | Y | QQ | - | \$ 31.92 | \$ 41.47 | \$ 66,393.60 | \$ 86,257.60 |
| 60002229 | AIRCRAFT MECHANIC | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60015975 | ALTERNATE PUBLIC DEFENDER | M | WX | - | \$ 51.53 | \$ 66.99 | \$ 107,182.40 | \$ 139,339.20 |
| 60015025 | ALTERNATIVE SENTENCING OFFICER I | W | JJ | - | \$ 21.10 | \$ 27.43 | \$ 43,888.00 | \$ 57,054.40 |
| 60015026 | ALTERNATIVE SENTENCING OFFICER II | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60002216 | ANIMAL CONTROL OFFICER | W | II | - | \$ 19.89 | \$ 25.84 | \$ 41,371.20 | \$ 53,747.20 |
| 60016825 | ANIMAL SERVICES ASSISTANT | W | EE | - | \$ 16.00 | \$ 20.80 | \$ 33,280.00 | \$ 43,264.00 |
| 60015054 | ANIMAL SERVICES CARETAKER | W | CC | - | \$ 14.34 | \$ 18.64 | \$ 29,827.20 | \$ 38,771.20 |
| 60015053 | ANIMAL SERVICES KENNEL ASSISTANT | W | FF | - | \$ 16.96 | \$ 22.04 | \$ 35,276.80 | \$ 45,843.20 |
| 60015051 | ANIMAL SERVICES MANAGER | Y | QQ | - | \$ 31.92 | \$ 41.47 | \$ 66,393.60 | \$ 86,257.60 |
| 60002217 | ANIMAL SERVICES SUPERVISOR | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60017376 | ANIMAL SERVICES SUPERVISOR | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60000340 | APPRAISAL ASSISTANT | W | GG | - | \$ 17.82 | \$ 23.14 | \$ 37,065.60 | \$ 48,131.20 |
| 60000328 | APPRAISER I | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60000329 | APPRAISER II | W | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60000330 | APPRAISER III | Y | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60016627 | APWD ENGINEERING | C | VV | - | \$ 45.00 | \$ 58.50 | \$ 93,600.00 | \$ 121,680.00 |
| 60016626 | APWD FACILITIES | C | VV | - | \$ 45.00 | \$ 58.50 | \$ 93,600.00 | \$ 121,680.00 |
| 60003021 | ARCHITECT | Y | QR | - | \$ 34.11 | \$ 44.35 | \$ 70,948.80 | \$ 92,248.00 |
| 60015926 | ASSISTANT ALTERNATIVE SENTENCING OFFICER | C | ENN | - | \$ 24.36 | \$ 31.67 | \$ 50,668.80 | \$ 65,873.60 |
| 60000411 | ASSISTANT BUYER | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60000319 | ASSISTANT CHIEF DEPUTY TREASURER | Y | MM | - | \$ 25.26 | \$ 32.83 | \$ 52,540.80 | \$ 68,286.40 |
| 60016725 | ASSISTANT CLERK OF COURT | K | 462 | - | \$ 35.26 | \$ 51.14 | \$ 73,340.80 | \$ 106,371.20 |
| 60000324 | ASSISTANT COMPTROLLER | C | TT | - | \$ 40.61 | \$ 52.76 | \$ 84,468.80 | \$ 109,740.80 |
| 60009409 | ASSISTANT COUNTY MANAGER | M | 100 | - | \$ 58.01 | \$ 75.30 | \$ 120,660.80 | \$ 156,624.00 |
| 60000132 | ASSISTANT COUNTY RECORDER | C | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60001320 | ASSISTANT COURT ADMINISTRATOR | J | 180 | - | \$ 27.65 | \$ 37.38 | \$ 57,512.00 | \$ 77,750.40 |
| 60004040 | ASSISTANT DIR REGIONAL PARKS/OPEN SPACE | C | TT | - | \$ 40.61 | \$ 52.76 | \$ 84,468.80 | \$ 109,740.80 |
| 60001162 | ASSISTANT DISTRICT COURT ADMINISTRATOR | K | 462 | - | \$ 35.26 | \$ 51.14 | \$ 73,340.80 | \$ 106,371.20 |
| 60009302 | ASSISTANT FINANCE DIRECTOR/COMPTROLLER | M | WW | - | \$ 47.62 | \$ 61.92 | \$ 99,049.60 | \$ 128,793.60 |

Washoe County
Job Classification Salaries
Effective July 1, 2013

| Job Cls # | Title | PS Area | PS Group | Level | Min hourly | Max hourly | Min Annual | Max Annual |
|-----------|--|---------|----------|-------|------------|------------|--------------|---------------|
| 60001126 | ACCOUNT CLERK | K | 405 | - | \$ 14.00 | \$ 21.74 | \$ 29,120.00 | \$ 45,219.20 |
| 60000312 | ACCOUNT CLERK | W | GG | - | \$ 17.82 | \$ 23.14 | \$ 37,065.60 | \$ 48,131.20 |
| 60013730 | ACCOUNT CLERK II | P | HH | - | \$ 18.80 | \$ 24.42 | \$ 39,104.00 | \$ 50,793.60 |
| 60000311 | ACCOUNT CLERK II | W | HH | - | \$ 18.80 | \$ 24.42 | \$ 39,104.00 | \$ 50,793.60 |
| 60001225 | ACCOUNT CLERK II - JUSTICE COURT | J | 120 | - | \$ 18.07 | \$ 24.42 | \$ 37,585.60 | \$ 50,793.60 |
| 60000320 | ACCOUNTANT I | W | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60000318 | ACCOUNTANT II | Y | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60000321 | ACCOUNTING MANAGER | C | TT | - | \$ 40.61 | \$ 52.76 | \$ 84,468.80 | \$ 109,740.80 |
| 60001300 | ACCOUNTING SUPERVISOR | J | 178 | - | \$ 25.51 | \$ 34.44 | \$ 53,060.80 | \$ 71,635.20 |
| 60001139 | ADMINISTRATIVE ANALYST | K | 441 | - | \$ 20.16 | \$ 31.23 | \$ 41,932.80 | \$ 64,958.40 |
| 60001136 | ADMINISTRATIVE ASSISTANT | K | 406 | - | \$ 20.60 | \$ 31.92 | \$ 42,848.00 | \$ 66,393.60 |
| 60000174 | ADMINISTRATIVE ASSISTANT I | Y | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60015226 | ADMINISTRATIVE ASSISTANT II | C | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60015300 | ADMINISTRATIVE ASSISTANT II | P | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60000163 | ADMINISTRATIVE ASSISTANT II | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60014163 | ADMINISTRATIVE ASSISTANT II | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60000173 | ADMINISTRATIVE ASSISTANT TRAINEE | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60001100 | ADMINISTRATIVE CLERK | K | 402 | - | \$ 12.96 | \$ 20.10 | \$ 26,956.80 | \$ 41,808.00 |
| 60000168 | ADMINISTRATIVE CLERK - COUNTY COMMISSION | Y | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60000629 | ADMINISTRATIVE HEALTH SERVICES OFFICER | C | TT | - | \$ 40.61 | \$ 52.76 | \$ 84,468.80 | \$ 109,740.80 |
| 60000105 | ADMINISTRATIVE LEGAL SECRETARY | Y | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60013708 | ADMINISTRATIVE LEGAL SECRETARY-JUV SRVC | P | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60007023 | ADMINISTRATIVE SECRETARY | C | JJ | - | \$ 21.10 | \$ 27.43 | \$ 43,888.00 | \$ 57,054.40 |
| 60001230 | ADMINISTRATIVE SECRETARY | J | 155 | - | \$ 20.31 | \$ 27.43 | \$ 42,244.80 | \$ 57,054.40 |
| 60013723 | ADMINISTRATIVE SECRETARY | P | JJ | - | \$ 21.10 | \$ 27.43 | \$ 43,888.00 | \$ 57,054.40 |
| 60000023 | ADMINISTRATIVE SECRETARY | W | JJ | - | \$ 21.10 | \$ 27.43 | \$ 43,888.00 | \$ 57,054.40 |
| 60001102 | ADMINISTRATIVE SECRETARY I | K | 404 | - | \$ 14.95 | \$ 23.14 | \$ 31,096.00 | \$ 48,131.20 |
| 60001103 | ADMINISTRATIVE SECRETARY II | K | 408 | - | \$ 15.77 | \$ 24.42 | \$ 32,801.60 | \$ 50,793.60 |
| 60007024 | ADMINISTRATIVE SECRETARY SUPERVISOR | C | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60000024 | ADMINISTRATIVE SECRETARY SUPERVISOR | Y | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60016135 | ADMINISTRATIVE SERVICES MANAGER | Y | PP | - | \$ 29.95 | \$ 38.92 | \$ 62,296.00 | \$ 80,953.60 |
| 60016775 | ADMINISTRATIVE SERVICES MANAGER | Y | PP | - | \$ 29.95 | \$ 38.92 | \$ 62,296.00 | \$ 80,953.60 |
| 60000603 | ADVANCED PRACTITIONER OF NURSING | N | QQ | - | \$ 31.92 | \$ 41.47 | \$ 66,393.60 | \$ 86,257.60 |

Washoe County
Job Classification Salaries
Effective July 1, 2013

| Job Cls # | Title | PS Area | PS Group | Level | Min hourly | Max hourly | Min Annual | Max Annual |
|-----------|-------------------------------------|---------|----------|-------|------------|------------|---------------|---------------|
| 60006130 | CHILDRENS SERVICES COORDINATOR SUPV | Y | RR | - | \$ 34.11 | \$ 44.35 | \$ 70,948.80 | \$ 92,248.00 |
| 60003015 | CIVIL ENGINEER I | W | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60003016 | CIVIL ENGINEER II | Y | NO | - | \$ 28.20 | \$ 36.66 | \$ 58,656.00 | \$ 76,252.80 |
| 60003029 | CIVIL ENGINEERING ASSISTANT | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60017452 | CLAIMS ANALYST | Y | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60015851 | CODE ENFORCEMENT OFFICER I | W | JJ | - | \$ 21.10 | \$ 27.43 | \$ 43,888.00 | \$ 57,054.40 |
| 60000700 | CODE ENFORCEMENT OFFICER II | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60006140 | COLLECTIONS ANALYST | W | II | - | \$ 19.89 | \$ 25.84 | \$ 41,371.20 | \$ 53,747.20 |
| 60016800 | COLLECTIONS SUPERVISOR | Y | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60002210 | COMMUNICATIONS SPECIALIST | W | JJ | - | \$ 21.10 | \$ 27.43 | \$ 43,888.00 | \$ 57,054.40 |
| 60002209 | COMMUNICATIONS SPECIALIST TRAINEE | W | GG | - | \$ 17.82 | \$ 23.14 | \$ 37,065.60 | \$ 48,131.20 |
| 60000600 | COMMUNITY HEALTH AIDE | W | EE | - | \$ 16.00 | \$ 20.80 | \$ 33,280.00 | \$ 43,264.00 |
| 60000645 | COMMUNITY HEALTH EPIDEMIOLOGIST | N | OO | - | \$ 28.20 | \$ 36.66 | \$ 58,656.00 | \$ 76,252.80 |
| 60000607 | COMMUNITY HEALTH NUTRITIONIST | Y | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60015156 | COMMUNITY OUTREACH COORDINATOR | Y | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60017100 | COMMUNITY RELATIONS MANAGER | C | RR | - | \$ 34.11 | \$ 44.35 | \$ 70,948.80 | \$ 92,248.00 |
| 60015853 | COMMUNITY SUPPORT ADMINISTRATOR | Y | PP | - | \$ 29.95 | \$ 38.92 | \$ 62,296.00 | \$ 80,953.60 |
| 60002224 | COMMUNITY WORK PROGRAM SUPERVISOR | Y | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60013740 | COMPETENCY DEVELOPMENT COORDINATOR | P | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60011300 | CONSTABLE | E | O | 1 | \$ - | \$ - | \$ 52,249.60 | \$ 52,249.60 |
| 60013771 | COOK | P | HH | - | \$ 18.80 | \$ 24.42 | \$ 39,104.00 | \$ 50,793.60 |
| 60015625 | COUNTY ASSESSOR | E | 11 | 1 | \$ - | \$ - | \$ 97,680.00 | \$ 97,680.00 |
| 60009322 | COUNTY BUILDING OFFICIAL | M | UU | - | \$ 42.65 | \$ 55.47 | \$ 88,712.00 | \$ 115,377.60 |
| 60015626 | COUNTY CLERK | E | 11 | 1 | \$ - | \$ - | \$ 97,680.00 | \$ 97,680.00 |
| 60000005 | COUNTY COMMISSIONER | E | 10 | 1 | \$ - | \$ - | \$ 58,672.55 | \$ 58,672.55 |
| 60000169 | COUNTY GRANTS ADMINISTRATOR | Y | PP | - | \$ 29.95 | \$ 38.92 | \$ 62,296.00 | \$ 80,953.60 |
| 60009303 | COUNTY MANAGER | M | 105 | - | \$ 97.98 | \$ 97.98 | \$ 203,798.40 | \$ 203,798.40 |
| 60000317 | COUNTY PAYROLL SUPERVISOR | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60007006 | COUNTY PUBLIC INFORMATION OFFICER | C | NN | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60015628 | COUNTY RECORDER | E | 11 | 1 | \$ - | \$ - | \$ 97,680.00 | \$ 97,680.00 |
| 60003018 | COUNTY SURVEYOR/LAND DEVELOPER | C | RR | - | \$ 34.11 | \$ 44.35 | \$ 70,948.80 | \$ 92,248.00 |
| 60015629 | COUNTY TREASURER | E | 11 | 1 | \$ - | \$ - | \$ 97,680.00 | \$ 97,680.00 |
| 60015602 | COURT ANALYST | J | 177 | - | \$ 25.26 | \$ 32.83 | \$ 52,540.80 | \$ 68,286.40 |

Washoe County
Job Classification Salaries
Effective July 1, 2013

| Job Cls # | Title | PS Area | PS Group | Level | Min hourly | Max hourly | Min Annual | Max Annual |
|-----------|--|---------|----------|-------|------------|------------|--------------|---------------|
| 60001220 | COURT CLERK I | J | 130 | - | \$ 20.26 | \$ 27.36 | \$ 42,140.80 | \$ 56,908.80 |
| 60001240 | COURT CLERK II | J | 157 | - | \$ 21.87 | \$ 29.54 | \$ 45,489.60 | \$ 61,443.20 |
| 60001290 | COURT CLERK III | J | 175 | - | \$ 23.63 | \$ 31.92 | \$ 49,150.40 | \$ 66,393.60 |
| 60017500 | COURT CONTROL OFFICER | J | 137 | - | \$ 18.80 | \$ 24.42 | \$ 39,104.00 | \$ 50,793.60 |
| 60016727 | COURT FISCAL SERVICES ADMINISTRATOR | K | 466 | - | \$ 34.06 | \$ 44.31 | \$ 70,844.80 | \$ 92,164.80 |
| 60016726 | COURT HUMAN RESOURCES ADMINISTRATOR | K | 466 | - | \$ 34.06 | \$ 44.31 | \$ 70,844.80 | \$ 92,164.80 |
| 60001149 | COURT INFO TECH & FACILITIES ADMINISTRTR | K | 451 | - | \$ 36.62 | \$ 47.62 | \$ 76,169.60 | \$ 99,049.60 |
| 60015675 | COURT INFO TECH BUSIN SYSTEMS ANALYST II | K | 449 | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60001146 | COURT INFO TECH SYSTEMS ADMINISTRATOR | K | 452 | - | \$ 30.66 | \$ 39.86 | \$ 63,772.80 | \$ 82,908.80 |
| 60017075 | COURT INFORMATION TECHNOLOGY TECH I | K | 403 | - | \$ 13.40 | \$ 20.80 | \$ 27,872.00 | \$ 43,264.00 |
| 60017076 | COURT INFORMATION TECHNOLOGY TECH II | K | 407 | - | \$ 14.95 | \$ 23.14 | \$ 31,096.00 | \$ 48,131.20 |
| 60001204 | COURT INTERN | X | 12 | - | \$ 7.50 | \$ 13.50 | \$ 15,600.00 | \$ 28,080.00 |
| 60001116 | COURT INTERPRETER | K | 436 | - | \$ 17.70 | \$ 27.43 | \$ 36,816.00 | \$ 57,054.40 |
| 60001152 | COURT MASTER | K | 446 | - | \$ 37.73 | \$ 58.50 | \$ 78,478.40 | \$ 121,680.00 |
| 60016475 | COURT REPORTER | J | 130 | - | \$ 20.26 | \$ 27.36 | \$ 42,140.80 | \$ 56,908.80 |
| 60001147 | COURT SR INFO TECHNOLOGY NETWRK ENGINEER | K | 453 | - | \$ 28.20 | \$ 36.66 | \$ 58,656.00 | \$ 76,252.80 |
| 60017001 | COURT TECH. BUSINESS SYSTEMS ANALYST I | J | 176 | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60015650 | COURT TECH. BUSINESS SYSTEMS ANALYST I | K | 445 | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60016850 | COURT TECH. BUSINESS SYSTEMS ANALYST II | J | 179 | - | \$ 26.64 | \$ 34.63 | \$ 55,411.20 | \$ 72,030.40 |
| 60015676 | COURT TECH. SR. BUSINESS SYSTM ANALYST | K | 450 | - | \$ 29.95 | \$ 38.92 | \$ 62,296.00 | \$ 80,953.60 |
| 60001153 | COURT TECHNOLOGY NETWORK ENGINEER I | K | 445 | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60017050 | COURT TECHNOLOGY NETWORK ENGINEER II | K | 426 | - | \$ 25.26 | \$ 32.83 | \$ 52,540.80 | \$ 68,286.40 |
| 60002211 | COURTHOUSE SECURITY OFFICER | W | EE | - | \$ 16.00 | \$ 20.80 | \$ 33,280.00 | \$ 43,264.00 |
| 60002200 | COURTHOUSE SECURITY OFFICER SUPERVISOR | Y | HH | - | \$ 18.80 | \$ 24.42 | \$ 39,104.00 | \$ 50,793.60 |
| 60006137 | CPS INTAKE SCREENER | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60016826 | CRIME ANALYST/GIS SPECIALIST I | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60016126 | CRIME ANALYST/GIS SPECIALIST II | Y | OO | - | \$ 28.20 | \$ 36.66 | \$ 58,656.00 | \$ 76,252.80 |
| 60016450 | CRIME LAB DIRECTOR | C | TV | - | \$ 45.00 | \$ 58.50 | \$ 93,600.00 | \$ 121,680.00 |
| 60001250 | CRIMINAL/ARRGMNT /CASHIER | J | 140 | - | \$ 19.22 | \$ 25.76 | \$ 39,977.60 | \$ 53,580.80 |
| 60002259 | CRIMINALIST I | W | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |
| 60002252 | CRIMINALIST II | Y | NP | - | \$ 29.95 | \$ 38.92 | \$ 62,296.00 | \$ 80,953.60 |
| 60002258 | CRIMINALIST TRAINEE | W | KK | - | \$ 22.47 | \$ 29.24 | \$ 46,737.60 | \$ 60,819.20 |
| 60004010 | CURATOR | Y | LL | - | \$ 24.04 | \$ 31.23 | \$ 50,003.20 | \$ 64,958.40 |



City Manager

Class Code:
CTYMGR

Bargaining Unit: Executive Resolution

CITY OF SPARKS
Established Date: Jul 1, 2006
Revision Date: Aug 8, 2006

SALARY RANGE

\$0.00 - \$94.34 Hourly
\$0.00 - \$7,547.20 Biweekly
\$0.00 - \$16,352.27 Monthly
\$0.00 - \$196,227.20 Annually

DESCRIPTION:

Under policy direction of the Mayor and City Council, plan, organize, coordinate and administer through management staff all City functions and activities; provide policy guidance and coordinate the activities of department directors; serve as Chief Administrative Officer of the Redevelopment Agency; foster cooperative working relationships with City staff, civic groups and inter-governmental agencies; this class is responsible for accomplishing Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner

EXAMPLE OF ESSENTIAL DUTIES:

Plan, organize, coordinate and direct through City officers, department directors and support staff the work of the City; coordinate the work of City departments; develop and direct the implementation of goals, objectives, policies, procedures and work standards for the City; executively direct the preparation and administration of the annual budget for the City

Work closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; represent the City in contacts with governmental agencies, community groups, and businesses, professional and other organizations directly or through subordinate staff

Advise the City Council on issues and programs; prepare and recommend long-range plans for City services and programs and develop proposals for action on current and future City needs; Coordinate the preparation of a variety of reports or presentations to the City Council or outside agencies

Make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance

Monitor citywide employee relations staff development and grievance procedures; direct the development and implementation of management systems, procedures and the application of standards for program evaluation on a citywide basis

QUALIFICATIONS:

Education and Experience:

Equivalent to a Bachelors Degree and substantial management and administrative experience in a municipal government or similar public agency setting

Licenses and Certificates:

This position does not require possession of any licenses or certificates

Knowledge of:

Administrative principles and methods
Principles, practices and program areas related to the management of municipal functions
Applicable legal guidelines and standards affecting City administration
Principles and practices of budget development and administration
Funding sources impacting program and service development
Social, political and environmental issues influencing municipal program administration

Ability to:

Plan, organize, administer and coordinate a variety of municipal services and programs
Select, motivate and evaluate staff and provide for their training and professional development
Develop and implement goals, objectives, policies, procedures and internal controls
Analyze complex technical and administrative problems; evaluate alternative solutions and adopt effective course of action
Prepare clear and concise reports, correspondence and other written materials
Exercise sound independent judgment within general policy guidelines
Establish and maintain cooperative working relationships with the City Council, citizens, public and private organizations, boards and commissions and City staff

Physical Demands:

Requires ability to work in a typical office setting and use standard office equipment

SUPPLEMENTAL INFORMATION:

Must pass a detailed background investigation

Supervision Exercised: Direct the selection, supervision and the work evaluation of departmental personnel

This position reports to the elected Mayor and Council for The City of Sparks

This is an at-will appointive position exempt from the City of Sparks Civil Service System

This position is exempt under FLSA guidelines



Assistant City Manager

Class Code:
ASCTYMGR

Bargaining Unit: Executive Resolution

CITY OF SPARKS
Established Date: Jul 1, 2006
Revision Date: Aug 9, 2006

SALARY RANGE

\$0.00 - \$85.75 Hourly
\$0.00 - \$6,860.00 Biweekly
\$0.00 - \$14,863.33 Monthly
\$0.00 - \$178,360.00 Annually

DESCRIPTION:

Plan, coordinate and provide direction to major functional areas of the City; provide policy guidance to the City Manager and coordinate the activities of assigned City staff and services; foster cooperative working relationships with civic groups, intergovernmental agencies and City staff; this class has administrative and functional responsibility for policy development and program planning and implementation with citywide implications; specific assignment will vary depending upon the needs of the City and the skills of the incumbents

EXAMPLE OF ESSENTIAL DUTIES:

Assist in the development and coordination of the implementation of citywide goals, objectives, policies, procedures and work standards; work closely with the City Manager, City Council, City department management, public and private organizations and citizen groups in developing programs and implementing projects to solve problems related to City services and to provide technical assistance, directly or through subordinate staff

Confer with and advise the City Manager and City Council on specific issues and programs; prepare and recommend plans for City services and programs; develop specific proposals for action on current City needs

Direct and coordinate the preparation of a variety of reports or presentations for City management or outside agencies

Direct the development of management systems, procedures and standards for program evaluation and monitors developments related to specified service areas

Perform related duties and responsibilities as required and other duties which may be assigned

QUALIFICATIONS:

Education and Experience:

Equivalent to a Bachelors Degree in business or public administration or a related field and substantial management, supervisory or administrative experience; a Masters Degree in public administration or a related field and experience in working with varied public agencies and with citizens' organizations is desirable

Licenses and Certificates:

Specified positions may require possession of the equivalent to a valid Nevada Class C driver's license within thirty days of hire

Knowledge of:

Administrative principles and methods
Principles, practices and program areas related to municipal activities and functions
Applicable guidelines and standards affecting the administration of delegated program areas
Principles and practices of budget development and administration
Funding sources impacting program and service development
Social, political and environmental issues influencing program administration
Principles and practices of contract administration and evaluation
Basic principles and practices of risk management and insurance evaluation

Ability to:

Plan, organize, administer and coordinate a variety of City services and programs
Develop and implement goals, objectives, policies, procedures and internal controls
Select, motivate and evaluate staff; provide for their training and professional development
Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective course of action
Prepare clear and concise reports, correspondence and other written materials
Exercise sound independent judgment within general policy guidelines
Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff

Physical Demands:

Requires ability to work in a typical office setting and use standard office equipment

SUPPLEMENTAL INFORMATION:

Must pass a detailed background investigation

Supervision Exercised: As a member of Senior Management, has the authority and responsibility to ensure that all employees whether direct reports or not, represent the City in a professional and courteous manner; act for the City Manager as designated or required and may direct Department Heads as needed

This position reports to the City Manager

This is an at-will appointive position exempt from the City of Sparks Civil Service System

This position is exempt under FLSA guidelines



Assistant County Manager/Chief Financial Officer

Class Code:
01280

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)
Established Date: Jun 1, 2007
Revision Date: Jul 23, 2013

SALARY RANGE

\$41.95 - \$57.01 Hourly
\$7,271.33 - \$9,881.73 Monthly
\$87,256.00 - \$118,580.80 Annually

FLSA:
Exempt

SUMMARY:

Plans, coordinates, and provides direction to specified County operating departments and functions; provides policy guidance, strategic planning, and program evaluation to appointed managers; ensures proper administration of financial affairs of the County; provides fiscal support for County, Towns, and Districts including financial administration and reporting, forecasting, payroll, capital project financing and municipal bonds; provides assistance and support to the County Manager in making decisions and recommendations regarding the overall operations of the County; fosters cooperative working relationships with the Board of County Commissioners and represents the County in dealings with public officials from other jurisdictions, representatives of private industry, and members of the general public. The position serves as the County Auditor and Comptroller pursuant to Chapter 251 of the Nevada Revised Statutes.

ESSENTIAL FUNCTIONS

Provides policy oversight and organization leadership for specified County departments in the administration of the day-to-day operations; implements policies and monitors departments to ensure efficient delivery of services, consistency with County practices, and adherence to the County's long range plans; counsels department management and supervisory staff regarding operational and management problems and recommends alternate solutions; acts as the County Manager in the absence of same.

Directs the preparation of and recommends long-range plans for County funding and service provisions and directs the development of specific proposals for action regarding current and future County needs; plays a key role in the development and implementation of strategic plans; confers with and advises the County Manager on specific issues and programs; directs the development of management systems, procedures, and standards for program evaluation, and monitors developments related to specific service areas.

Fosters cooperative working relationships and works closely with the County Manager, Board of County Commissioners, department managers, public and private

organizations, and citizen groups in developing programs and implementing projects to solve problems related to County services and to provide technical assistance, directly or through subordinate staff.

Represents the County in meetings with representatives from other jurisdictions, private industry, and members of the general public to resolve problems, negotiate agreements, and study potential changes which impact the County; responds to citizen complaints directly, by gathering pertinent information and input for possible solutions, or referring to appropriate staff for corrective action.

Directs and oversees the County's labor relations programs, policies, and procedures in conjunction with the Administrative Services Director and Human Resources Manager; establishes and maintains satisfactory labor-management relations, including department/division managers and the Human Resources Manager; participates in employee negotiations, interprets and implements the collective bargaining agreements, and assists all levels of management on labor matters.

Advises the County Manager in the formulation of budget, financial management, personnel, and general administrative and organizational development; researches and analyzes data, compiles reports, makes recommendations, and presents findings to the County Manager, Board of County Commissioners, and other jurisdictions.

Oversees the planning, direction, and coordination of new construction, repair and preventative maintenance projects, and other capital improvement projects; oversees the development of the capital improvement program and prepares and maintains the annual capital improvement budget; oversees and directly manages projects in progress and ensures compliance with outside contract specifications.

Directs and coordinates the preparation of a variety of informational reports or presentations for County Commissioners and other Boards and Committees; researches and prepares County Commissioners agenda items and coordinates and reviews staff reports for inclusion in the County Commissioners agenda.

Effectively manages assigned department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview and hiring process, as well as the training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's Degree in Public Administration, Business Administration, or closely related field and a minimum of eight (8) years management experience in the public sector, including experience working with public and/or citizens' organizations, with at least five (5) of those years in a supervisory capacity, such as an Assistant City/County

Manager, Division Head, or Department Manager; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to management, public groups, and/or County Commissioners.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of operations, services, and activities of municipality; principals and practices of public administration; concepts of administrative relationships within the County; principals and practices of local budget preparation; principals of supervision, training, and performance evaluation; rules and regulations governing public meetings; principals of business letter writing and report preparation; pertinent Federal, State, and local codes, laws, and regulations. Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and may occasionally lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office

equipment; may work under stress of deadlines; will be required to attend meetings outside of normal working hours; may be exposed to outside weather conditions while performing the duties of this job.



County Manager

Class Code:
0100

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)
Established Date: Dec 1, 2008
Revision Date: Jul 23, 2013

SALARY RANGE

\$51.11 - \$69.46 Hourly
\$8,859.07 - \$12,039.73 Monthly
\$106,308.80 - \$144,476.80 Annually

FLSA:

Exempt

SUMMARY:

Under the administrative direction of the Board of County Commissioners, exercises administrative direction over County staff, represents the County on a variety of matters at the Federal, State and County level, and performs related work as required.

ESSENTIAL FUNCTIONS

Directs, supervises, and evaluates the work of various County departments and functions; evaluates program activity reports and the status of program workloads, assessing program accomplishments and needs; identifies County needs to the Board of County Commissioners, prepares alternative courses of action for Board review, and makes recommendations.

Represents the County in meetings with representatives from other jurisdictions, private industry, and members of the general public to resolve problems, negotiate agreements, and study potential changes which impact the County; responds to citizen complaints directly, by gathering pertinent information and input for possible solutions, or referring to appropriate staff for corrective action.

Prepares the Board agenda with assistance from the County Clerk and has specific responsibility for seeing that all staff reports are prepared for agenda items.

Supervises activities of departments assigned to the County Manager; evaluates operational performance, reviews work methods and procedures, and develops and implements changes in work processes to enhance efficiency.

Assist the Board of County Commissioners in determining County strategic plans and annual goals and objectives; implements the policies and actions taken by the Board of County Commissioners in administering County business and developing policies and programs; explains policies, procedures, ordinances, and regulations to County employees and the general public.

Oversees preparation of annual budget, submits it to the Board of County Commissioners, and oversees the administration after approval; prepares budget recommendations and monitors expenditure control during the fiscal year, justifying

and approving expenditures for purchasing and staff travel, including approval of purchase orders and requisitions.

Prepares necessary financial reports, policy reviews, and studies as required and makes presentations regarding the County's financial status, goals, objectives, operation, and successes.

Conducts research on a wide variety of issues such as facility planning, long-range financial planning, and risk management; plans for future development of urban and non-urban areas to provide for population growth and expansion of public services; recommends zoning regulation controlling location and development of residential and commercial areas.

Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's Degree in Public Administration, Business Administration, or closely related field and a minimum of ten (10) years management experience in the public sector, including experience working with public and/or citizens' organizations, with at least seven (7) of those years in a managerial capacity, such as a City/County Manager, Division Head, or Department Manager; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to management, public groups, and/or County Commissioners.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form

and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of operations, services, and activities of municipality; principals and practices of public administration; concepts of administrative relationships within the County; principals and practices of local budget preparation; principals of supervision, training, and performance evaluation; rules and regulations governing public meetings; principals of business letter writing and report preparation; pertinent Federal, State, and local codes, laws, and regulations. Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and may occasionally lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the noise level is usually quiet; will be required to attend meetings outside of normal working hours; may be exposed to outside weather conditions while performing the duties of this job.



Management Salary Schedules Effective 7/20/2013

Employer Paid Retirement

| Level | Min | Mid | Max |
|----------------|-------------|--------------|--------------|
| Management I | \$55,265.63 | \$57,574.81 | \$79,883.98 |
| Management II | \$65,313.94 | \$80,386.38 | \$95,458.83 |
| Management III | \$95,458.83 | \$108,019.20 | \$120,579.58 |

Employee/Employer Paid Retirement

(PERS Adjustment of 1% effective 7/20/13)

| Level | Min | Mid | Max |
|----------------|--------------|--------------|--------------|
| Management I | \$62,633.92 | \$76,584.22 | \$90,534.51 |
| Management II | \$74,021.92 | \$91,103.90 | \$108,185.88 |
| Management III | \$108,185.88 | \$122,420.87 | \$136,655.86 |

Lora Schueller

From: Tracy Walters <twalters@lyon-county.org>
Sent: Tuesday, December 24, 2013 8:13 AM
To: Lora Schueller
Subject: Re: Deputy/Sergeant Pay

Lora,

Our County Manager is a Management Level III and the salary can be found at this link: http://www.lyon-county.org/documents/4/61/Management%20Salaries%20Effective%207-20-13_201310211149390504.pdf

Lyon County does not have an Assistant County Manager.

Merry Christmas!

On Mon, Dec 23, 2013 at 1:51 PM, Lora Schueller <LSchueller@carson.org> wrote:

Tracy,

Would you also be able to provide me the pay scale for Assistant County/City Manager and County/City Manager?

Thank you!

From: Tracy Walters [mailto:twalters@lyon-county.org]
Sent: Friday, December 13, 2013 7:41 AM
To: Lora Schueller
Subject: Re: Deputy/Sergeant Pay

Lora,

The payscale for deputies can be found online at this link: http://www.lyon-county.org/documents/4/61/LCSEA%20FY%202013-2014%20Pay%20Scale_201310211148512682.pdf

Have a wonderful Friday and weekend,

On Thu, Dec 12, 2013 at 7:49 AM, Lora Schueller <LSchueller@carson.org> wrote:

Hello,

Can you or someone assist me with the above? We are just looking for your hourly rate and ranges/steps for your deputies and sergeants. Just pay, no incentives or benefits.

Thank you!

Lora Schueller

Human Resources Analyst

201 N Carson St, Suite 4

Carson City, NV 89701

Phone: 775-283-7239

Fax: 775-887-2067

E-mail: LSchueller@carson.org

--

Tracy Walters, Director

Lyon County Human Resources

27 South Main Street

Yerington, NV 89447

775-463-6510

Lora Schueller

From: Doug Gailey <dgailey@ci.elko.nv.us>
Sent: Monday, December 23, 2013 4:55 PM
To: Lora Schueller
Subject: RE: Salary Question

Lora,

The City Manager range is \$106,904.00 - \$143,773.83

The assistant City Manager range is \$ 83,562.95 - \$ 112,382.87

Hope that helps

Doug

From: Lora Schueller [<mailto:LSchueller@carson.org>]
Sent: Monday, December 23, 2013 2:06 PM
To: Doug Gailey
Subject: Salary Question

Hello,

Would you be able to provide your pay range for Assistant County/City Manager and County/City Manager? Please contact me with any questions.

Thank you,

Lora Schueller
Human Resources Analyst
201 N Carson St, Suite 4
Carson City, NV 89701
Phone: 775-283-7239
Fax: 775-887-2067
E-mail: LSchueller@carson.org

Lora Schueller

From: Denise Thompson <dthompson@rtcwashoe.com>
Sent: Monday, December 30, 2013 11:30 AM
To: Lora Schueller
Subject: RE: Website Contact Form Comment

Hi Lora, here is our internal information for FY 2014. Hope this helps.

| JOB TITLE | HOURLY MIN | HOURLY MAX | ANNUAL MIN | ANNUAL MID | ANNUAL MAX |
|--------------------------------|------------|------------|------------|-------------------|------------|
| Executive Office Administrator | 21.46 | 31.45 | 44,636.80 | 55,026.40 | 65,416.00 |
| Executive Director | 68.24 | 102.36 | 141,939.20 | 177,424.00 | 212,908.80 |

-----Original Message-----

From: Lora Schueller [mailto:LSchueller@carson.org]
Sent: Monday, December 30, 2013 11:24 AM
To: Denise Thompson
Subject: RE: Website Contact Form Comment

Do these positions have a salary range?

-----Original Message-----

From: Denise Thompson [mailto:dthompson@rtcwashoe.com]
Sent: Monday, December 30, 2013 10:59 AM
To: Lora Schueller
Subject: RE: Website Contact Form Comment

I only have this information for 2012 as the 2013 salaries have not been published yet.

The E.D. base pay is \$193,003 and total pay plus benefits is \$270,921.

The Exec Office Admin base pay is \$57,262 and total pay plus benefits is \$80,550.

You can also find this and all other staff salary information on the following website: <http://transparentnevada.com/salaries/regional-transportation-commission-washoe-county/>

Let me know if I can do anything else for you.

Denise

-----Original Message-----

From: Lora Schueller [mailto:LSchueller@carson.org]
Sent: Monday, December 30, 2013 10:47 AM
To: Denise Thompson

Subject: RE: Website Contact Form Comment

Hello Denise,

No problem on the delay in getting back to me. Could you give me the salary information on the Executive Director and Executive Office Administrator? I think that will be sufficient.

Thank you!

-----Original Message-----

From: Denise Thompson [mailto:dthompson@rtcwashoe.com]

Sent: Monday, December 30, 2013 10:18 AM

To: Lora Schueller

Subject: RE: Website Contact Form Comment

Hi Lora, I apologize for the delay but I was out on vacation until today. We do not have managers or assistant managers in our agency. We have the executive director and 5 directors under him, then administrators, supervisors, etc. I'm attaching our org-chart for you to look at and if there is anyone at a corresponding level that you'd like the salary information on just let me know and I'll be happy to get it for you.

Thank you,

Denise Thompson

RTC Exec. Office Administrator

775-335-1826 (ph)

775-348-3218 (fx)

-----Original Message-----

From: EMAIL REPLY - Contact RTC Form - Lora Schueller [mailto:LSchueller@carson.org]

Sent: Tuesday, December 24, 2013 11:19 AM

To: Info

Subject: Website Contact Form Comment

RTC Service Email: info@rtcwashoe.com

A question has been submitted from the rtcwashoe.com website.

Commenter Name: Lora Schueller

Email: LSchueller@carson.org

Requester Phone: 775-283-7239

Reply Preference: Email Reply

RTC Service: Finance

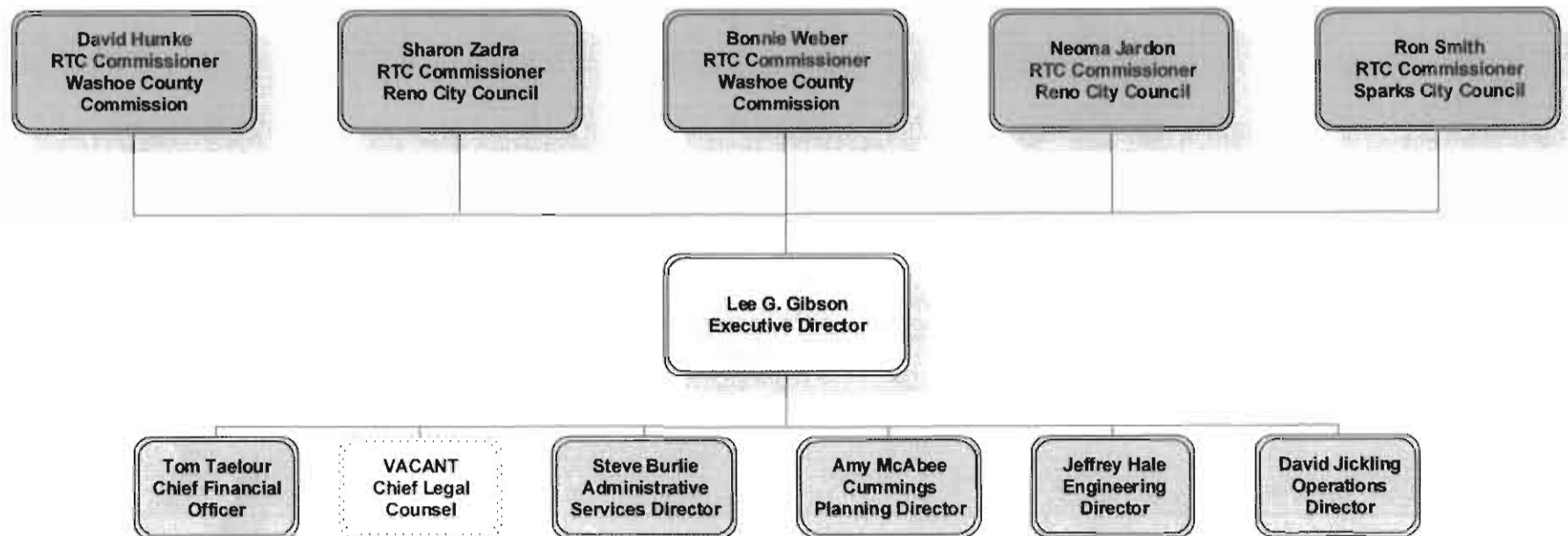
Comment Type: question

Begin Comment

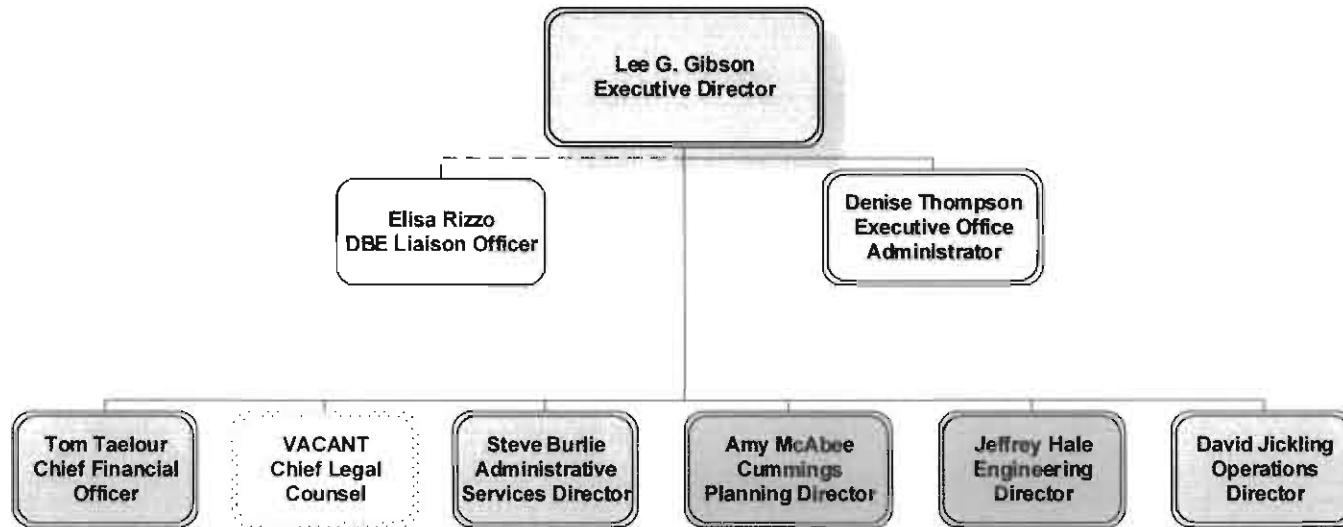
Can you provide the salary for your Assistant Manager and Manager ? Looking for market salary information for comparison as to our City Manager in Carson City, NV. Thank you!

End Comment

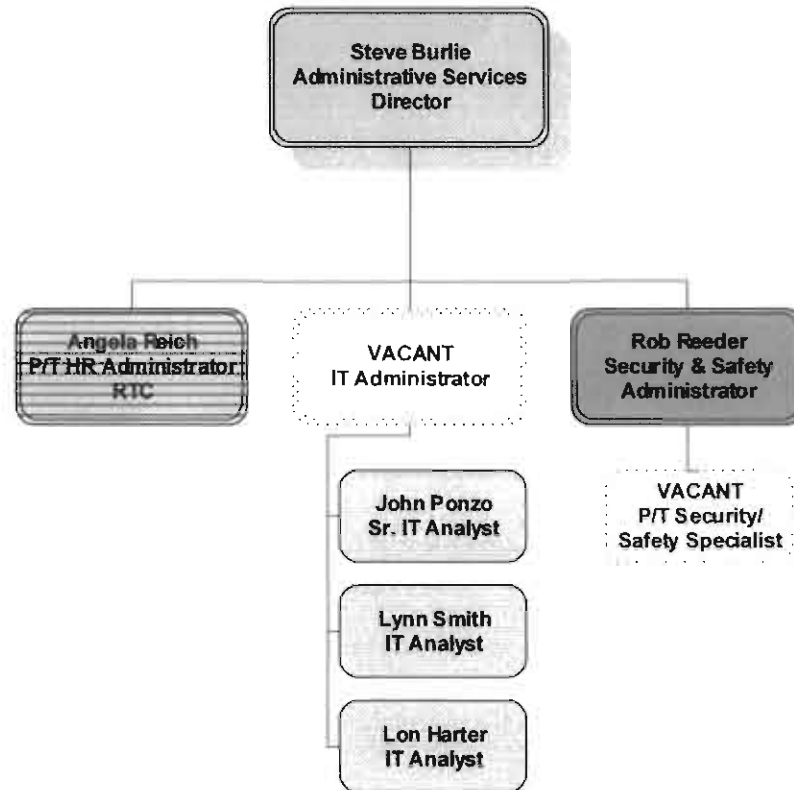
REGIONAL TRANSPORTATION COMMISSION BOARD & DIRECTORS



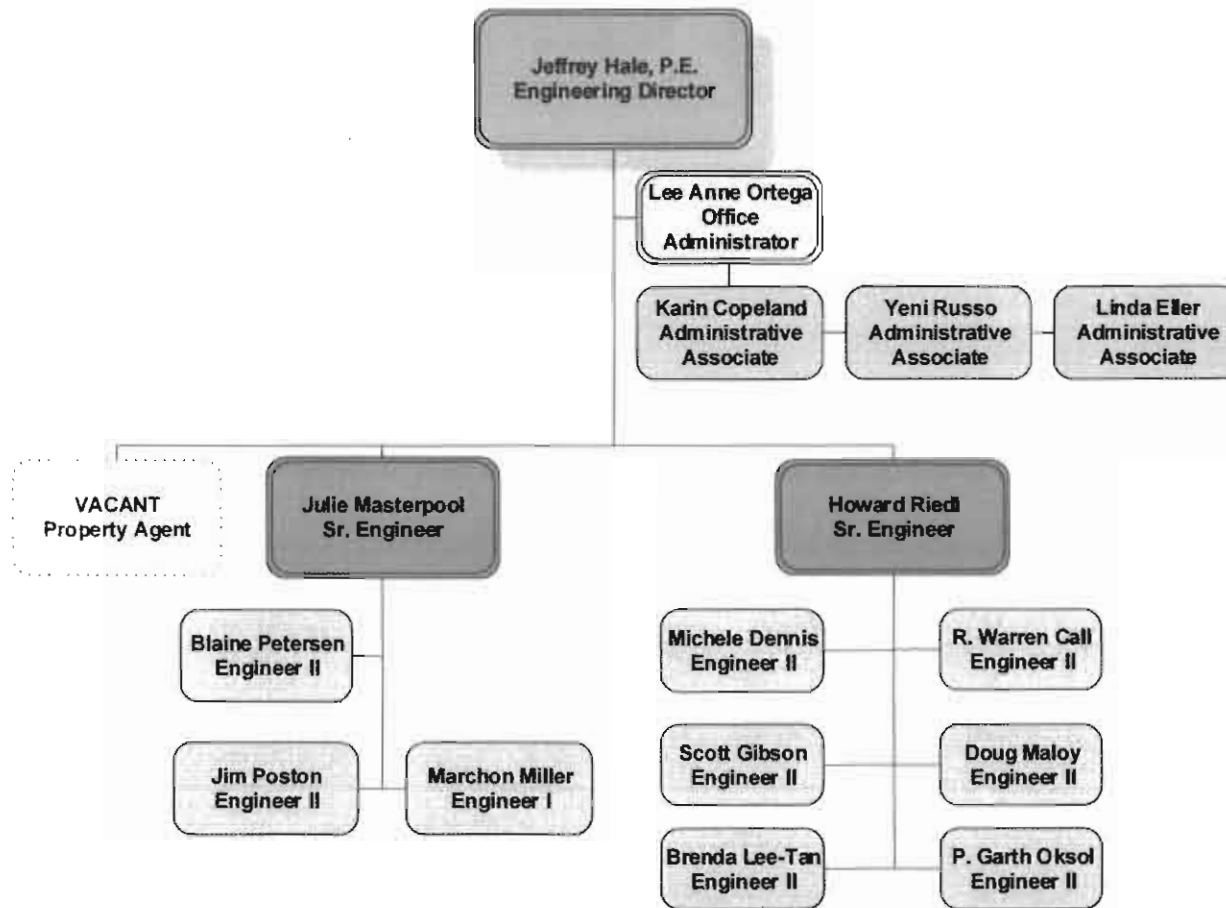
EXECUTIVE DEPARTMENT



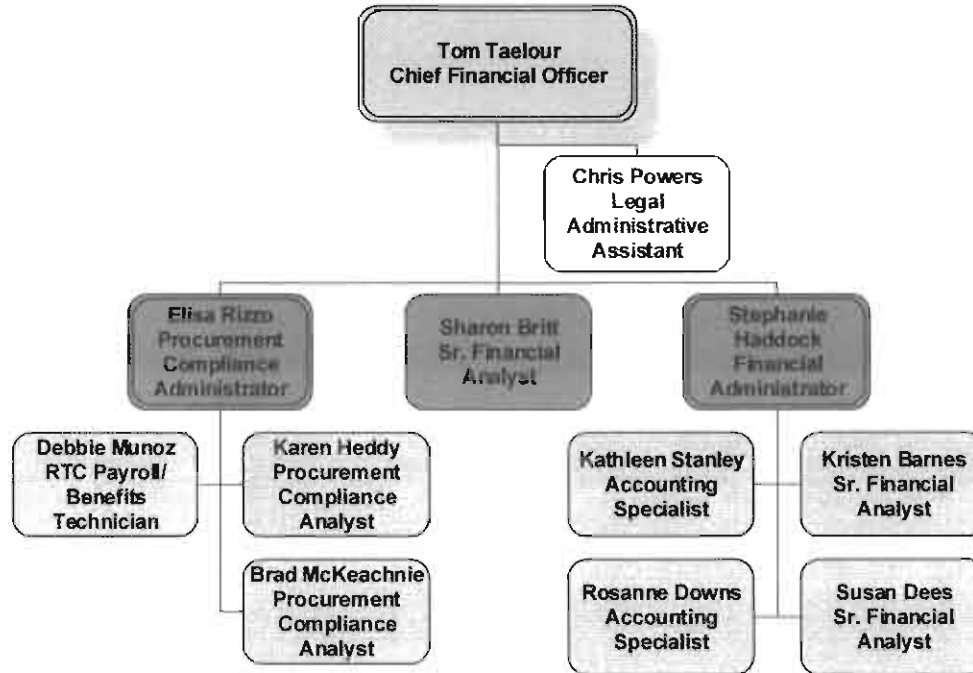
ADMINISTRATIVE SERVICES DEPARTMENT



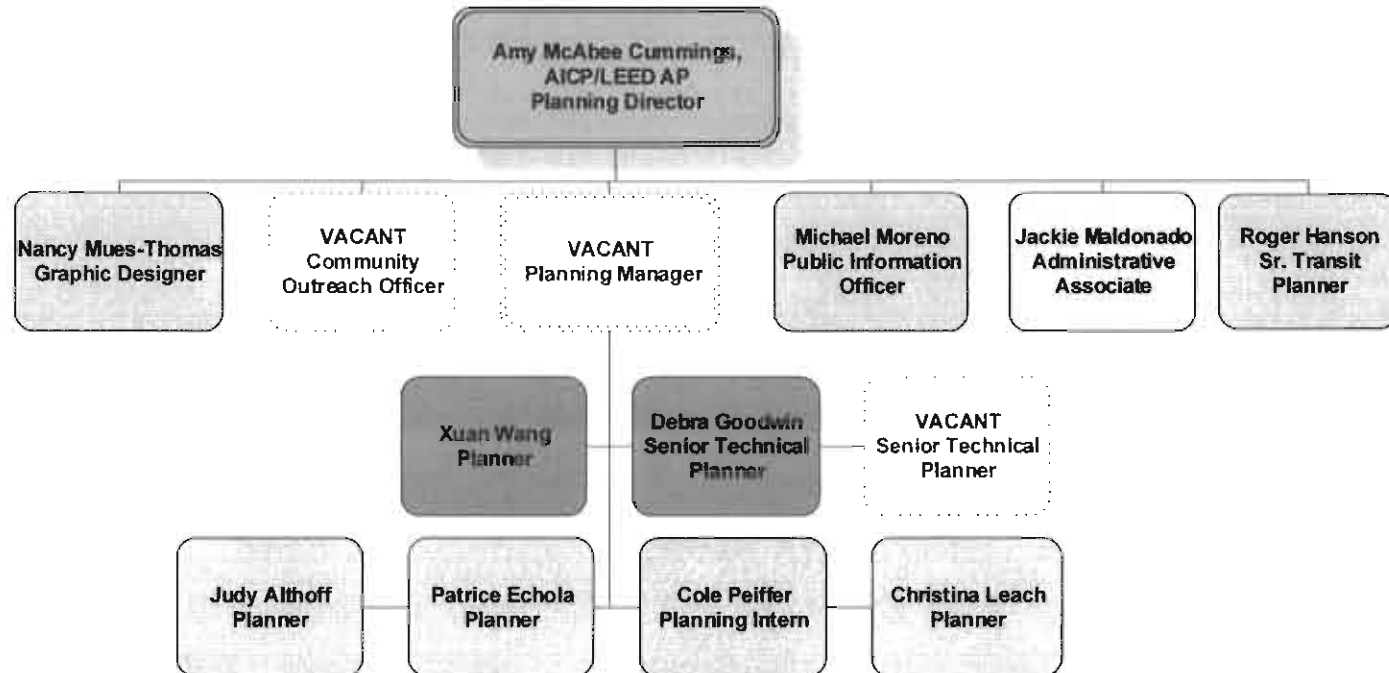
ENGINEERING DEPARTMENT



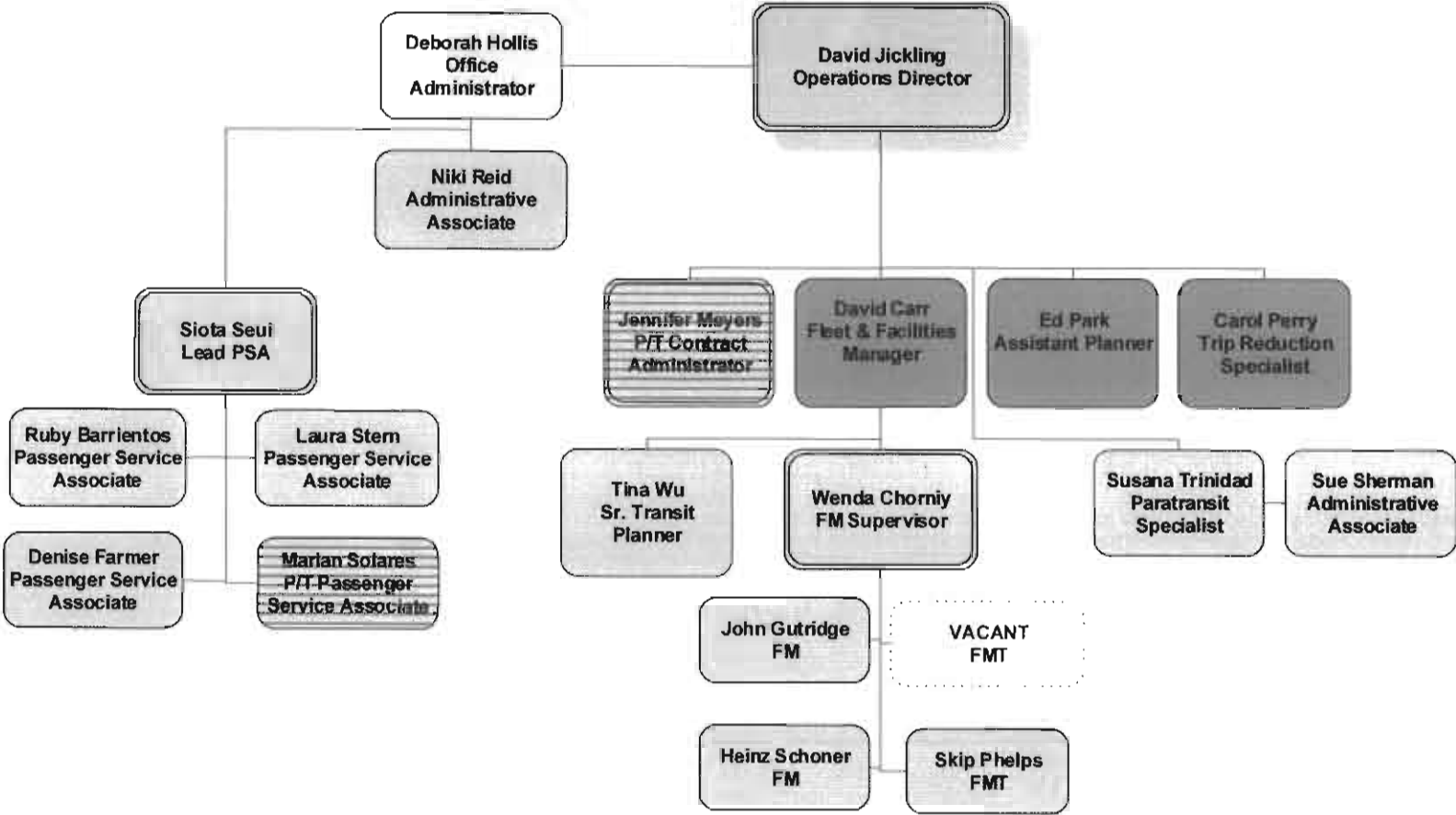
FINANCE DEPARTMENT



PLANNING DEPARTMENT



OPERATIONS DEPARTMENT



**REGIONAL TRANSPORTATION COMMISSION***Planning • Streets and Highways • Public Transportation*

Metropolitan Planning Organization



CONTACT US

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Thank you for contacting the Regional Transportation Commission of Washoe County, Nevada. We appreciate your input. Your message has been forwarded to appropriate RTC staff. If you requested a reply by email or by telephone, you will receive a response within 5 business days.

If you would like to reach RTC staff by phone, please view our [department listings](#).

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**REGIONAL TRANSPORTATION COMMISSION***Planning • Streets and Highways • Public Transportation*

Metropolitan Planning Organization



CONTACT US

[HOME](#) > [Contact Us](#)**Regional Transportation Commission of Washoe County**PO Box 30002
Reno, NV 89520
775-348-0400**Email RTC****RTC Administrative Offices**2050 Villanova Drive; Reno, NV 89502
775-348-0400
FAX 775-324-3503**ENGINEERING**1105 Terminal Way Suite 108; Reno, NV 89502
775-348-0171
FAX 775-348-0170**PLANNING**1105 Terminal Way Sulte 211; Reno, NV 89502
775-348-0480
FAX 775-348-0450**PUBLIC TRANSPORTATION****RTC RIDE, RTC INTERCITY, RTC SIERRA SPIRIT**775-348-RIDE (348-7433)
7am - 7pm, Monday through Friday
8am-5pm, Saturday and Sunday

TTY 1-800-326-6868

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Trip Reservations 775-348-5438
Trip Reservations TTY 775-348-0412
Trip Cancellations 775-348-0444
Eligibility Certification 775-348-0477
FAX 775-348-0450**RTC SMART TRIPS**2050 Villanova Drive; Reno, NV 89502
775-348-POOL
775-335-1920[Transit News](#) [Transit Security](#) [Career Opportunities](#) [Links to Resources](#) [Contact Us](#) [Site Map](#)

Lora Schueller

From: Geof Stark <gdstark@churchillcounty.org>
Sent: Monday, December 30, 2013 9:18 AM
To: Lora Schueller
Subject: RE: Salary Range/County Manager
Attachments: 1001 County Manager.doc

Hi Lora,

I saw that your City Manager recently retired. I hope you have success in recruiting a new one. Our County Manager salary range is \$105,789 to \$142,272 annually. I also attached the job description. Let me know if you have any questions.

Regards,
Geof

From: Lora Schueller [<mailto:LSchueller@carson.org>]
Sent: Monday, December 30, 2013 8:46 AM
To: 'gdstark@churchillcounty.org'
Subject: Salary Range/County Manager

Hello Geoff,

Will you please provide the above. I have the job description from your website.

Thank you!

Lora Schueller
Human Resources Analyst
201 N Carson St, Suite 4
Carson City, NV 89701
Phone: 775-283-7239
Fax: 775-887-2067
E-mail: LSchueller@carson.org



| | | | |
|------------------|-----------------------|--------------------|--------|
| TITLE: | County Manager | JOB CODE: | 1001 |
| PREPARED: | 6/30/03 | FLSA: | Exempt |
| UPDATED: | 6/7/12 | REVISION #: | 2 |

Summary: Under commission direction, serves as the chief administrator to promulgate and oversee the policies and directives of the Board of County Commissioners; plans, directs and coordinates the work of the County departments on behalf of the Board of Commissioners.

Distinguishing Characteristics: This is an appointed senior executive management position, subject only to policy direction. This employee will be required to utilize his/her own initiative and experience to plan, organize and direct activities, set priorities and objectives on a County-wide basis. The County Manager serves at the pleasure of the board of county commissioners.

Essential Job Functions: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Selects and supervises staff; prioritizes, assigns and evaluates the work of County department heads; provides consultation and technical guidance as needed; provides developmental guidance and counseling to subordinates to improve their individual job performance.
- Performs a variety of administrative activities, including budgeting, financial management, payroll processing and report processing.
- Evaluates the County's physical and service needs and financial resources; provides guidance for development and review of budget requests and program proposals; appraises County performance in relation to program objectives and priorities.
- Directs the preparation of the County budget and presents budget proposals to the Board of Commissioners for approval; monitors budget expenditures and makes adjustments as necessary.
- Provides executive leadership for major County functions; directs the development of short and long range plans and projects; interprets and prepares various data for studies, reports and recommendations; oversees the work of County departments internally and externally with local, state and federal agencies.
- Represents the County in contacts with other local, state and federal legislative and executive representatives.
- Negotiates and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Board direction and approval; administers and enforces agreements.
- Prepares agenda reports and develops official responses on behalf of the Board of Commissioners.
- Attends various meetings, including judicial and legislative hearings, to represent the interests of the County.
- Provides research and makes recommendations to the Board of Commissioners on various programs, initiatives and other issues of major consequence to the County; communicates (verbally, in writing, and in person) regularly and effectively with the County Commissioners, keeping them abreast of current County situations.

JOB DESCRIPTION

County Manager

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge and experience in implementing the principles and practices of modern executive and administrative planning, management and control.
- Knowledge of local, state and federal laws, regulations and policies applicable to the structure, functions, programs and practices in conducting public services through County government.
- Knowledge and ability to evaluate program and facility needs.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies, procedures, rules and regulations.
- Skill and experience in planning, developing and implementing policies, procedures, rules and regulations.
- Skill and ability to understand, utilize, and apply laws and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill and proficiency in effective oral and written communications.
- Skill and ability to establish and maintain effective working relationships with staff, board members, local, state and federal officials, media, community organizations and the general public.
- Skill to utilize technology proficiently, including the operation of a personal computer, software applications (including word processing, spreadsheets, email, internet, etc.), and cellular phones and related technology (e.g. texting).
- Skill and personal ability to both follow and effectively communicate verbal and written instructions.
- Skill and understanding to work independently or as a team member.
- Skill in building teams and motivating subordinates to work collaboratively.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Public Administration, Business Administration or a closely related field.
- Eight years of experience in business administration and/or local government administration is desirable, with a minimum of five years of managerial or supervisory experience desirable. (Experience working with government agencies and staff is desirable.)
- Possession of a valid driver's license or alternate means of travel.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 20 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and a motorized vehicle.

Lora Schueller

From: Human Resources <hr@tmwa.com>
Sent: Monday, December 30, 2013 2:55 PM
To: Lora Schueller
Cc: Wiley, Jessica
Subject: RE: Salary Question

Lora,

We have a General Manager and his salary range is \$138,022 - \$179,710 annually. The next position level we have is the director level (CFO, Director of Engineering, Director of Natural Resources and Director of Customer Relations.) Please let me know if you would like salary detail on any of these positions.

Regards,

Jessica Wiley
Human Resources Administrator
Truckee Meadows Water Authority
1355 Capital Blvd. | Reno, NV 89502
O: (775) 834-8031, M: (775) 351-4761, F: (775) 834-8030
jwiley@tmwa.com | www.tmwa.com



From: Lora Schueller [<mailto:LSchueller@carson.org>]
Sent: Tuesday, December 24, 2013 11:37 AM
To: Human Resources
Subject: Salary Question

Would you be able to provide your salary range for Assistant Manager and Manager? We are looking for a comparison to our Assistant City Manager and City Manager salaries.

If you have any questions, please feel free to contact me.

Thank you,

Lora Schueller
Human Resources Analyst
201 N Carson St, Suite 4
Carson City, NV 89701
Phone: 775-283-7239
Fax: 775-887-2067
E-mail: LSchueller@carson.org

Lora Schueller

From: Lora Schueller
Sent: Tuesday, December 24, 2013 11:37 AM
To: 'hr@tmwa.com'
Subject: Salary Question

Would you be able to provide your salary range for Assistant Manager and Manager? We are looking for a comparison to our Assistant City Manager and City Manager salaries.

If you have any questions, please feel free to contact me.

Thank you,

Lora Schueller
Human Resources Analyst
201 N Carson St, Suite 4
Carson City, NV 89701
Phone: 775-283-7239
Fax: 775-887-2067
E-mail: LSchueller@carson.org

Truckee Meadows Water Authority

Careers With TMWA



Truckee Meadows Water Authority (TMWA) is a not-for-profit, community-owned water utility, overseen by elected officials and citizen appointees from Reno, Sparks and Washoe County. TMWA has a highly skilled workforce who ensure the around-the-clock treatment, delivery and availability of high-quality drinking water for more than 330,000 residents of the Truckee Meadows.

Our Openings

| Job Title | Wage | Due Date |
|-----------|------|----------|
|-----------|------|----------|

No jobs are currently posted but please check back often.

Our Community

Nestled at the base of the Sierra Nevada mountain range, the Truckee Meadows is surrounded by a wealth of natural beauty. Whether you are an art enthusiast, a seeker of outdoor adventure, or simply on the lookout for a family friendly community – Reno is the place for you.

Reno/Lake Tahoe – Links of Interest
Corporate Social Responsibility

Our Benefits

Read About Our Benefits

Our Commitment - Equal Opportunity Employer

TMWA is an equal employment opportunity employer who develops and maintains a work environment that values the dignity of each individual, utilizes human resources to their fullest potential and ensures a high quality workforce which reflects the diversity of the community.

All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category.

Contact Us

To learn more about TMWA, feel free to contact TMWA Human Resources at (775) 834-8031 or hr@tmwa.com



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Lora Schueller

From: Eick, Gerald W. <gwe@ivgid.org>
Sent: Monday, December 30, 2013 2:55 PM
To: Lora Schueller
Subject: RE: Incline Village General Improvement District Support :: Finance/Accounting question

Lora:

Our General Manager position is not graded. However, I know from our budget, as we prepare to fill it, that we have set a range of \$140,000 to \$180,000. The posting for the position was \$100-200,000 depending on experience. Our former GM was at \$161,000 after 12 years on the job.

Gerry

-----Original Message-----

From: Lora Schueller [mailto:LSchueller@carson.org]
Sent: Monday, December 30, 2013 1:45 PM
To: Eick, Gerald W.
Subject: Incline Village General Improvement District Support :: Finance/Accounting question
Importance: High

Incline Village General Improvement District Support :: Finance/Accounting question

Name: Lora Schueller
Email: LSchueller@carson.org
Phone: 775-283-7239
Fax:
Street: 201 N Carson St
Suite 4
City: Carson City
State, Zip: NV, 89701
Subscribe: Yes
Comments:

Our City Manager retired and we are interested in your salary range for a similar position. Would you be able to provide this information? Thank you!

User Agent:

Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; GTB7.5; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729; .NET4.0C; InfoPath.1; yie8)

Session Data (SID: 54cml9ks2pvl71a40ff6noj6):

Array
(

Lora Schueller

From: Incline Village General Improvement District <info@ivgid.org>
Sent: Monday, December 30, 2013 1:45 PM
To: Lora Schueller
Subject: Incline Village General Improvement District Support :: Finance/Accounting question

Importance: High

Lora Schueller,

Below is a copy of the information you submitted:

Incline Village General Improvement District Support :: Finance/Accounting question

Name: Lora Schueller
Email: LSchueller@carson.org
Phone: 775-283-7239
Fax:
Street: 201 N Carson St
Suite 4
City: Carson City
State, Zip: NV, 89701
Subscribe: Yes
Comments:

Our City Manager retired and we are interested in your salary range for a similar position. Would you be able to provide this information? Thank you!

Lora Schueller

From: Richard Stokes <RStokes@carson.k12.nv.us>
Sent: Thursday, January 02, 2014 10:44 AM
To: Lora Schueller
Subject: RE: Salary Range

The Superintendent's salary is negotiated directly with the Board so there really hasn't been a range established. However, the superintendent's salary has been base on prior superintendent's wages and current salaries paid to superintendents in other districts of comparable size.

Richard Stokes
Superintendent
Carson City School District
775-283-2100

From: Lora Schueller <LSchueller@carson.org>
Sent: Thursday, January 02, 2014 9:53 AM
To: Richard Stokes
Subject: RE: Salary Range

No problem, it is the holidays. Do you have the minimum range for the Superintendent?

From: Richard Stokes [<mailto:RStokes@carson.k12.nv.us>]
Sent: Thursday, January 02, 2014 9:49 AM
To: Lora Schueller
Subject: RE: Salary Range

Hi Lora,

I just got back into the office today after taking a few days off. Sorry for the delay. In our District, the Superintendent's current annual salary is \$126,000 and the Associate Superintendent's salary range is \$80,196.51 - \$113,162.54. Placement is generally based on former salary and experience. Please let me know if you need anything else.

Richard

Richard Stokes
Superintendent
Carson City School District
775-283-2100

From: Lora Schueller <LSchueller@carson.org>
Sent: Monday, December 30, 2013 2:19 PM
To: Richard Stokes
Subject: Salary Range

Hello Richard,

Our City Manager recently retired and we are requesting your salary ranges for Associate Superintendent and Superintendent. Would you be able to provide this information to us or direct me to the person who could.

If you have any questions, please feel free to contact me.

Thank you,

Lora Schueller
Human Resources Analyst
201 N Carson St, Suite 4
Carson City, NV 89701
Phone: 775-283-7239
Fax: 775-887-2067
E-mail: LSchueller@carson.org

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Lora Schueller

From: Lora Schueller
Sent: Monday, December 23, 2013 2:14 PM
To: 'human_resources@co.nye.nv.us'
Subject: Salary Question

No Response

Hello,

Would you be able to provide your pay scale for Assistant County/City Manager and County/City Manager? If you have any questions, please feel free to contact me.

Thank you,

Lora Schueller
Human Resources Analyst
201 N Carson St, Suite 4
Carson City, NV 89701
Phone: 775-283-7239
Fax: 775-887-2067
E-mail: LSchueller@carson.org