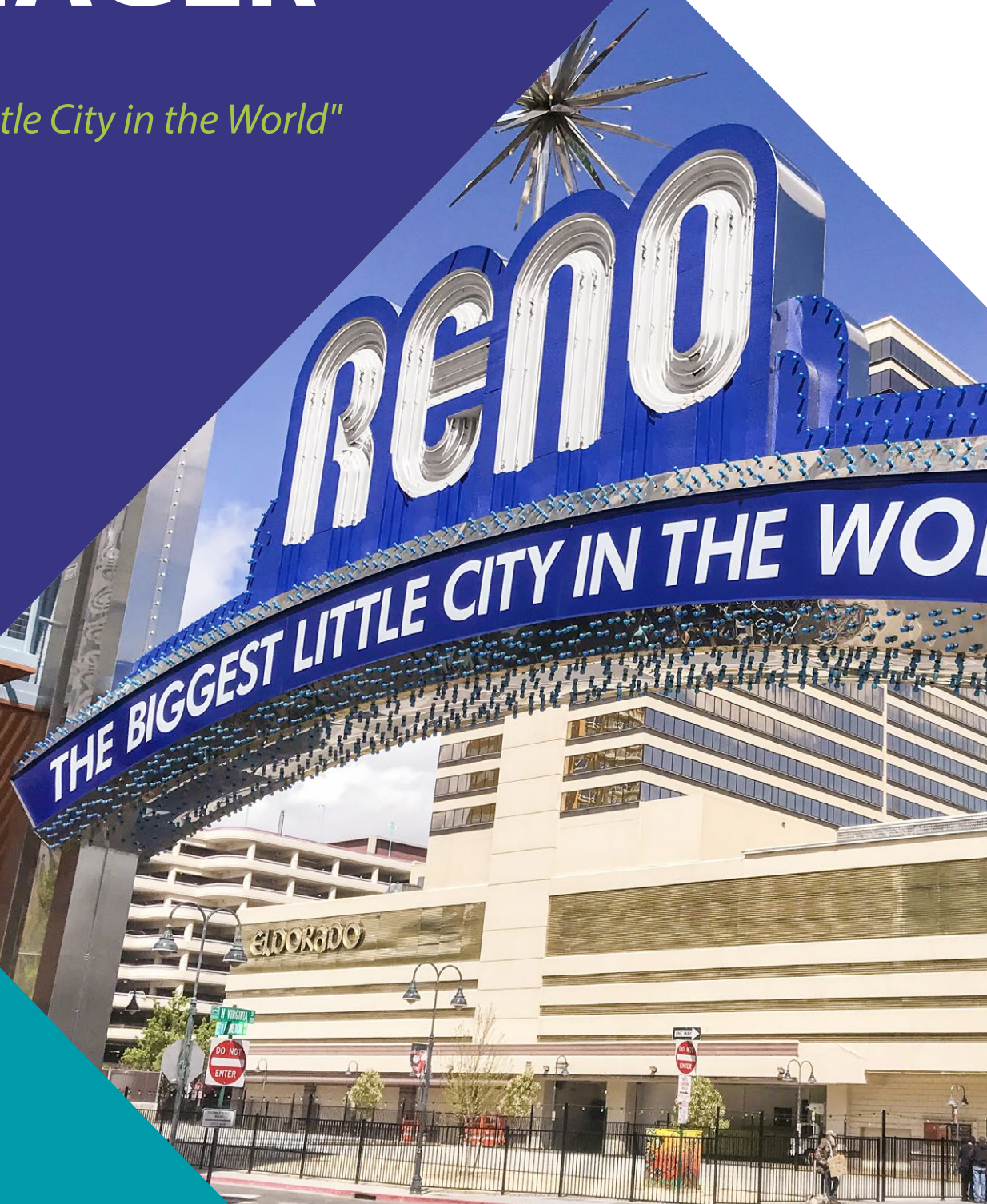


# CITY MANAGER

*"The Biggest Little City in the World"*







## Mission

Creating a community that people are proud to call home.

\* \* \* \* \*

## Vision

We are a thriving urban center known for our world-class colleges, vibrant culture, diverse outdoor activities, and innovative industries.

## THE COMMUNITY

The City of Reno, with a growing population of over 250,000, is the largest city in Northern Nevada and the third largest in the state. Since 2010, the City has grown 15% and the greater region is expected to approach 700,000 population by 2023. Located in Washoe County, Reno is the center of commerce and culture in Northern Nevada and is the well-known gateway to entertainment and outdoor recreation for all ages. The metropolitan area is nestled on the eastern slope of the Sierra Nevada Mountains at an elevation of 4,500 feet. Reno's location provides a temperate climate year-round characterized by sunshine more than 80% of the year. The surrounding area provides unlimited indoor and outdoor recreational activities. Within a fifty-mile radius lie spectacular Lake Tahoe and the largest concentration of ski areas and ski facilities in the world. Biking, camping, hunting, fishing, and mountain climbing are all available within a thirty-minute drive. Reno's appeal is not limited to recreational activities and entertainment. The highly rated educational system includes the University of Nevada, Reno with over 20,000 students who provide a positive ambiance to the community's culture and diversity.

Reno hosts many conferences and special events throughout the year, including "Artown" (the largest single cultural event in America), the Reno Balloon Races, and the National Championship Air Races, among others. The City has invested a significant amount of funding in the downtown area to modernize and beautify the infrastructure and facilities. The region's major industries include gaming, outdoor recreation, retail sales, technology, tourism, transportation, and warehousing. With an increasingly diversified economy, the region is strategically located among major transportation links. Good schools, an emerging world-renowned arts scene, a growing economy, and the enviable position of no corporate or personal income tax, add to the attractiveness and appeal of the community. For more information about Reno's economy, visit: <https://www.reno.gov/business/reno-s-economy>

## CITY GOVERNMENT

The City of Reno has a council-manager form of government. The mayor is the chief elected official and formal representative of the City. City Council members are elected to staggered, four-year terms with five members elected by ward, and one elected at-large. The City Attorney is an elected representative as well. The City Manager is selected by the Council and is the administrative head of the

City's various departments. Reno is a full-service city with a total budget of just over \$500 million and approximately 1,271 full-time equivalent employees. The City has nine bargaining units and three non-represented groups.

Nevada is a low-tax, competitive state, however, economic volatility is magnified due to the dependence on specific taxes on industries such as mining, gaming, and tourism. This volatility was highlighted during the Great Recession and more recently during COVID-19. For the City, primary revenue sources like sales and room taxes are particularly sensitive to economic activity and staffing levels have not fully recovered from 2008. Notably, the City is receiving nearly \$47 million dollars from the CARES Act.

The City's Strategic Plan has six overarching goals:

1. Fiscal Sustainability
2. Public Safety
3. Economic Opportunity, Homelessness, and Affordable Housing
4. Economic and Community Development
5. Infrastructure, Climate Change and Environmental Sustainability
6. Arts, Parks and Historical Resources

To learn more about the City's strategic plan and priorities, visit: <https://www.reno.gov/government/city-council/vision-mission-and-priorities>



## THE POSITION

The duties of the City Manager are to plan, direct, manage, and oversee the activities and operations of the City of Reno including community development, finance, fire, human resources, maintenance and engineering, parks and recreation, police and redevelopment programs; to represent the City to all departments and outside agencies and organizations; and to provide highly responsible and complex administrative support to the City Council. The City Manager plays a leading role in fostering healthy employee relations, including with the collective bargaining process and social justice initiatives. This is an exciting and challenging time for the next City Manager.

The City Manager's complete duties as contained in the City Charter and Job Description can be found here:

<https://www.reno.gov/home/showdocument?id=53648>

<https://www.governmentjobs.com/careers/reno/classspecs/60321?keywords=city%20manager&page=3&pagetype=classSpecifications>

## QUALIFICATIONS AND COMPENSATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Seven years of increasingly responsible experience in government, including five years of administrative and supervisory responsibility.

### Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is highly desirable and an ICMA-CM certification is preferred.

The salary for this position will be based on qualifications and experience and is subject to negotiation along with a complete benefits package that will include state PERS retirement or an alternative like ICMA-RC, health insurance, paid time off, and various allowances.

## THE IDEAL CANDIDATE

The ideal candidate will be an independent leader with well-defined leadership qualities that people respect and trust. To succeed, the candidate should have the fortitude and resilience to weather the storms of public opinion and political strife. Experience as a city/county manager in a sizable community, reporting to an elected governing body is ideal. Other desired traits and approaches include:

- Show true listening skills by being aware and caring.
- Have loyalty, discretion, and creativity when dealing with sensitive issues.
- Help the City maintain focus and row in one direction in order to accomplish meaningful change and not lose momentum despite having various priorities.
- Be decisive in decision making. The successful candidate will be thoughtful and strategic, possessing an ability to see the bigger picture and make the hard decisions.
- Manage by walking around – be involved in and engaged with every department at all levels.
- Employ empathy and one-on-one relationship building in order to build bonds with the involved Council and dedicated staff.
- Knowledge of the local region and its demographical changes with respect to diversity and more would be helpful in earning the support of the community.
- The ideal candidate will enjoy an organization that is small enough to allow for getting to know individuals, but large enough to offer a diverse portfolio of work.





The ideal candidate will have demonstrated experience in and look forward to working on the following challenges, opportunities, and strategic responsibilities:

- Growth management in a rapidly changing community is a critical issue. Working towards efficient permitting and building processes will be important to maximizing infill redevelopment opportunities.
- Funding for a major wastewater treatment plant expansion and stormwater infrastructure are needed to address both aging neighborhoods as well as demand in new neighborhoods. The integration of technology across the City's infrastructure is also important as the City seeks to become more innovative like its tech-oriented business community.
- Fundraising needs for other major capital projects include a public safety center, the seismic retrofit of City Hall, and the rebuilding of a city pool.
- Meaningful progress should be made on the City's sustainable climate action plan and the selected candidate needs to gain an understanding of the native environment with respect to flood and wildlife management.
- The selected candidate will work towards continuing to diversify the economy with an entrepreneurial spirit while honoring the community's history and values. There is a significant opportunity to shape the community and reinvent Reno.
- Homelessness is a pressing issue and candidates should have plans in mind that have been proven to be successful and which can be executed in Reno.
- In anticipation of expected budget challenges due to the COVID-19 pandemic, strong financial skills will be essential for the candidate to have to be able to help navigate the City through this crisis.
- Preparing for and giving dedicated attention to social justice initiatives and other legislative/policy matters will be critical.
- Experience with labor unions and contract negotiations will be key to fostering a continued healthy relationship between management and labor.

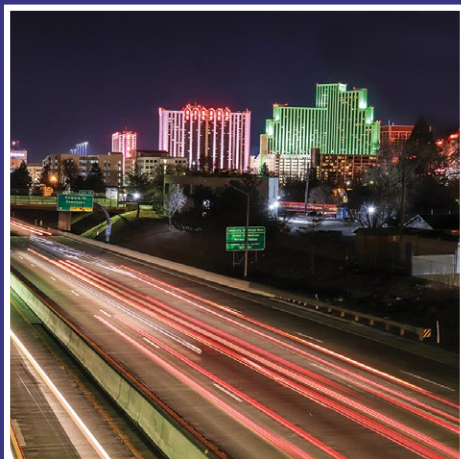
## APPLICATION PROCESS

To be considered for this challenging and rewarding career opportunity, please submit a detailed résumé, cover letter, and list of six work-related references (who will only be contacted with candidate consent at the end of the process) by **Monday, July 20, 2020**. Résumés should reflect years **and** months of all positions held, as well as the sizes of staff and budgets that you manage in your current role. Submit your materials to: <https://executivesearch.cpshr.us/JobDetail?ID=1665>

Candidates can expect to participate in a public selection process, but candidate consent will be obtained before proceeding to that phase of the recruitment. Application materials may be subject to a Public Records request. Please direct any questions to:

Josh Jones  
CPS HR Consulting  
Tel: (916) 471-3301  
E-mail: [jjones@cpshr.us](mailto:jjones@cpshr.us)

CPS HR  CONSULTING



*The City of Reno is an equal opportunity employer and values diversity at all levels of its workforce.*