



## Compensation & Benefits

The City of Reno is offering an excellent salary and benefit package. The current salary range is \$89,425 to \$117,147.

**NOTE:** appointment will be made near the bottom of the range.

Existing benefits\* for this position include:

- Nevada PERS retirement plan. Vesting in 5 years
- No Social Security participation (1.45% Medicare deduction is required)
- City paid medical, dental, and vision insurance coverage; 100% paid for employee and 55% for dependants
- Twelve paid holidays
- Deferred compensation plans (457 and 401a) available, with up to 5% City match
- Vacation leave accrued at 5 hours each bi-weekly pay period
- Sick leave accrued at 4 hours each bi-weekly pay period
- City paid life insurance and long-term disability

Currently, residents of the state of Nevada do not pay state income tax.

*\*Salary and benefits subject to change*

## Application Process & Schedule

To be considered for this challenging and rewarding career opportunity, please submit a cover letter describing your interest and experience; a detailed resume to include months and years of positions held, and your recent salary history to include current major fringe benefit history.

The filing deadline for this position is **Friday, September 19, 2014 at 5:00 p.m.**

Please submit your materials to:

**David Hancock  
Human Resources Department  
City of Reno  
PO Box 1900  
Reno, NV 89505**

**Phone: 775.334.1284  
Fax: 775.334.2045  
hancockd@reno.gov  
www.reno.gov**



The City of Reno is seeking an experienced and motivated professional to be the

## Budget/Strategic Initiatives Manager

Reno is a full-service city with a general fund budget of \$162 million and total budget of \$377 million. There are approximately 1,100 full-time employees. Reno's population is approximately 230,000 and is the largest city in northern Nevada.



# QUALIFICATIONS

## Education & Experience

Qualifying candidates must possess education equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field as well as relevant work experience. Desired experience includes acting in a leadership capacity, the ability to manage staff, and a record of gaining results through collaboration, engagement, and accountability. Strong leadership and management skills, including demonstrated related experience with high levels of collaboration with executives and staff required.

## Personality & Management Style

Required skills and traits include:

- ◆ Innovative leader that has a strong passion for developing healthy and innovative communities
- ◆ Possesses a strong sense of personal and professional ethics with a high degree of integrity, candid and open with staff; leads by example, solicits and values the input of others, and establishes strong working teams
- ◆ Seeks partnership opportunities; collaborative in developing relationships with regional agencies and stakeholders

- ◆ Understanding of and respect for the Council/Manager form of Government
- ◆ Exceptional interpersonal skills with a strong presence; able to inspire confidence and win the trust of city leaders, colleagues, staff and the business community
- ◆ Ability to commit to the Organization and the Community
- ◆ Creative and results-oriented problem solver
- ◆ Politically sensitive and aware without being political; comfortable working in a political environment
- ◆ Welcomes and embraces a challenge; thrives on accomplishments; highly motivated
- ◆ Ability to multi-task in a fast-paced environment
- ◆ Possesses exceptional organizational skills
- ◆ Exercises sound and independent judgment
- ◆ Customer service focused; flexible and adaptable

# THE IDEAL CANDIDATE

The City of Reno is seeking an experienced individual to guide the City's strategic Initiatives effort as part of the Office of Management and Budget. This position reports to the Director and will oversee three (3) budget analysts as well as work closely with department directors and the City Manager. In addition to strategic initiatives, this individual will be responsible for developing and coordinating a performance measurement system and will coordinate cross-departmentally to facilitate the alignment of department actions and budgets with city wide goals, initiatives, organizational culture and the adopted Strategic Plan. Other responsibilities include assisting with budget development and grant monitoring/coordination. As well as supporting departments through consulting, measurement selection, data analysis/preparation, performance reporting, and training and coaching. Candidates must possess strong facilitation and problem-solving skills as well as the ability to communicate effectively and develop and deliver effective presentations.



This is an at-will, appointive position and is exempt from the City of Reno Civil Service system.