



## 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.

For a complete class specification please visit the city web site. The preferred date for submission of resume is **Friday, September 26, 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

## Labor Relations 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 a bachelor's degree from an accredited college or university with major course work in human resource management, labor and industrial relations, public administration, business administration or a field directly related to area of assignment.

A minimum of five years of increasingly responsible, professional level experience in labor relations and human resources within a local government environment is required. This experience must include a minimum of two years of administrative and supervisory responsibility. An advanced degree in a field directly related to assignment is desirable.

## Personality & Management Style

Required skills and traits include:

- ◆ Possesses a strong sense of personal and professional ethics; high degree of integrity
- ◆ Brings a “roll up your sleeves” approach to the position with a “can do” attitude
- ◆ Welcomes/embraces a challenge; highly motivated
- ◆ Customer service orientation
- ◆ Collaborative approach; a team player

- ◆ Exceptional interpersonal skills; able to establish and earn the trust of those he/she is working with
- ◆ Outstanding communication skills, both written and oral; communicates with confidence, integrity, and professionalism to all levels of people
- ◆ Intuitive by nature; able to effectively assess personalities and situations
- ◆ Flexible, able to visualize more than one solution to a situation
- ◆ Creative and results-oriented problem solver who anticipates change and can add to the organization's present value
- ◆ Ability to multi-task in a fast-paced environment
- ◆ Politically sensitive and aware without being political; comfortable working in a political environment
- ◆ Calm under pressure, resilient and has a good sense of humor
- ◆ Possesses exceptional organizational skills

# THE IDEAL CANDIDATE

The City of Reno is seeking a seasoned human resources professional with a broad background in public sector human resources, with specific experience in labor relations—collective bargaining and grievance handling. The successful candidate will have an extensive record of successful employee/employer relations, integrity and the ability to work effectively with a broad range of city officials, managers and employee representatives. This energetic individual will bring creativity and innovative ideas, along with an open and inclusive personal style, to collaboratively meet the human resources challenges of a large and dynamic organization. The ideal candidate will also have extensive experience in classification and compensation as well as other human resources programs.

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