



CITY OF SPARKS
 Department of Human Resources
 431 Prater Way
 Sparks, NV 89431

<http://agency.governmentjobs.com/sparks>

**INVITES APPLICATIONS FOR THE POSITION OF:
 CITY MANAGER**

An Equal Opportunity Employer

SALARY

Salary: Negotiable

OPENING DATE: 01/27/14

CLOSING DATE: 02/03/14 4:00 PM Pacific Time

THE POSITION

This position is open to City of Sparks Employees Only

MINIMUM QUALIFICATIONS AND TESTING INFORMATION

Minimum Qualifications

A Master Degree is preferred, however, applicants must have all of the following qualifications to be invited to the interview process:

- Equivalent to a Bachelors Degree
- Two years of experience as a City or County Manager or Assistant/Deputy Manager

OR

- Equivalent to a Bachelors Degree
- 7 years as a Departmental Director

Civil Service Examination

This is an appointed position therefore there is no civil service testing for this position.

CITY OF SPARKS JOB DESCRIPTION AND ESSENTIAL FUNCTIONS

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

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; work collaboratively with the elective officials at the head of the City Attorney's office and Municipal Court

Responsible for executive level direction of the preparation, administration and adherence to the annual budget for the City through the Financial Service Department;

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

Education and Experience:

Equivalent to a Bachelors Degree and two years of experience as a City or County Manager or Assistant/Deputy Manager or 7 years as a Departmental Director; Masters degree is desirable

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

Must pass a detailed background investigation

Other:

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

SUPPLEMENTAL JOB POSTING INFORMATION

Human Resources may require at anytime during the recruitment process, any necessary documentation for any qualification. Any requirement not met for the position will be cause for rejection in the application process.

Recruitment Communication:

Human Resources will be contacting you at various stages of the recruitment process via e-mail only, even if you have chosen U.S. mail for prior application processes or for applications with other agencies. Please make sure you email address is accurate.

Reasonable Accommodation:

Human Resources will make efforts to provide a reasonable accommodations to candidates during the selection process. If you have special needs, please notify the Human Resources office when you turn in your application or at least three days prior to the examination/interview by calling (775) 353-2345.

Disclaimer:

The City of Sparks hires and promotes candidates based on a competitive merit selection process, which may include any or all of the following: screening for minimum qualifications, written examination, supplemental questionnaires, assessment center, interviews (oral or written), or physical tests. The City of Sparks reserves the right to select applicants who demonstrate the best combination of qualifications for the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/sparks>

OR

City of Sparks Human Resources
431 Prater Way,
Sparks, NV 89431

EXAM #14-20
CITY MANAGER

MF

Phone:(775)353-2345

Fax: (775)353-1651