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Nancy Munson

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14-20 - City Manager	
Contact Information -- Person ID: 19213739	
Name:	Stephen W Driscoll
Address:	640 East Queen Way Sparks, Nevada 89431 US
Home Phone:	(775) 358-2033
Alternate Phone:	(775) 848-0760
Email:	sdriscoll@citofsparks.us
Former Last Name:	
Month and Day of Birth:	
Personal Information	
Driver's License:	Yes, Nevada, [REDACTED], Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree
Preferences	
Preferred Salary:	\$195,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day
Objective	
PROFESSIONAL GOAL: Provide the highest level of community service for the City of Sparks' elected officials, citizens, and staff through continued professional development, customer service, and ethical behavior.	
Education	
Graduate School <i>University of Phoenix, Northern Nevada Campus</i> [Unspecified Start] - [Unspecified End] Reno, Nevada	Did you graduate: Yes College Major/Minor: Business Administration Units Completed: 39 Quarter Degree Received: Master's
College <i>University of Nevada, Reno</i> [Unspecified Start] - [Unspecified End] Reno, Nevada	Did you graduate: Yes College Major/Minor: Business Administration -- Accounting Units Completed: 120+ Semester Degree Received: Bachelor's
Work Experience	
Assistant City Manager 1/2000 - 12/2014	Hours worked per week: 40 Monthly Salary: \$14,520.00 # of Employees Supervised: 462 Name of Supervisor: Shaun D. Carey - City Manager May we contact this employer? Yes
City of Sparks www.cityofsparks.us 431 Prater Way Sparks, Nevada 89432 (775) 353-1633	
Duties	
Responsibilities include planning, organizing, and providing direction to major functional areas of the city; providing policy guidance to the City Manager and coordinating the activities of assigned staff and services; fostering cooperative working relationships with civic groups, intergovernmental agencies, and city staff. This position is responsible for the development, coordination, and implementation of citywide goals, objectives, policies, procedures, and work standards. This position works directly with the City Manager, City Council, city department heads, public and private organizations, and citizens groups in developing programs and implementing projects.	
ACCOMPLISHMENTS:	
Leadership and Administration	
- Developed city-wide Strategic Plan detailed goals and objectives, departmental Business Plans, and detailed budgets.	
- Provided strong leadership and support in the design of a sustainable city organizational structure and a city-wide, zero-	

based Core Services budgeting process resulting in the reduction of personnel costs and operational expenditures. (ICMA Best Practice – June 2011)

- Serve as the Acting City Manager in the absence of the City Manager.

Government Affairs

- Created an effective state, regional, and federal lobbying program establishing relationships with elected officials and securing funding for city projects.
- Acted as the city's chief state, regional, and federal in-house lobbyist.
- Advised the Sparks Council and Nevada Legislators in developing specific legislation related to local governments.
- Developed a Legislative Platform for Sparks' elected officials to guide legislative policy decisions and designed a SharePoint-based tracking system for legislative session communications assuring compliance with the city's policies.
- Provided policy guidance to the Sparks City Council and the Nevada Legislature regarding collective bargaining laws, home rule, and Charter versus General Law city analysis.

Special Project Team Management

- Provided project planning and management for the Strategic Plan, Sustained Sparks Services Initiative (SSSI), Regional Business Licensing, Wellness, Information Technology Innovations, and Medical Marijuana Regulations.

Labor Relations

- Represents the city as Chief Labor Negotiator, developing labor strategies based on the Sparks City Council's and City Manager's policy direction; negotiates the city's collective bargaining agreements and manage the labor resolutions; and manages the employee grievance process.

Human Resources

- Provided guidance in the implementation of an on-line HR information management system including recruiting, payroll functions, and employee records.
- Developed policies and procedures for employee conduct and daily operations.
- Oversee daily operations of HR systems--payroll, recruiting, training, workers' compensation, and group health plan.

Customer Services

- Developed and implemented a single Customer Service counter for citizen/customer contact.
- Spearheaded the cross-training for city Customer Service Representatives in revenue collection and the processing of business licenses, building permits, sewer billing, and passports.

Information Technology

- Management oversight and policy guidance of the purchase and implementation of the new Agresso™ Enterprise Resources Program (ERP).
- Developed policies and procedures for customer service in the city's IT system support function.
- Encouraged innovation of processes through the use of technology.
- Developed a refresh program for the city's IT systems, hardware, and data communications.

Emergency Management

- Certified by Federal Emergency Management Agency at the National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100, 200, 300, 400, and 700 levels.
- As directed, assume the role of Emergency Operations Director during disasters and training exercises.
- Developed an Incident Command System-based training and operational system for disaster mitigation, management, emergency operations, and recovery.
- Drafted and implemented a city-based All Hazards Mitigation Plan in conjunction with Washoe County and the State of Nevada Department of Emergency Management.

Purchasing and Contract Administration

- Effectively managed the city's procurement functions for compliance with local ordinances and state law.
- Developed outsourcing protocol for enhancement of city services.

Risk Management and Employee Benefits

- Analysis and administration of city's risk, wellness, and employee benefits programs.
- Oversee of city's general liability insurance policies.

Reason for Leaving

Still employed

Municipal Court Administrator

8/1995 - 1/2000

City of Sparks
www.cityofsparks.us
431 Prater Way
Sparks, Nevada 89432
(775) 353-2381

Hours worked per week: 40
Monthly Salary: \$8,300.00
of Employees Supervised: 11
Name of Supervisor: Hon. Andy T. Cray -
Administrative Municipal Court Judge
May we contact this employer? Yes

Duties

Responsibilities included managing, planning, organizing, and evaluating staff and activities required for the support of municipal court functions and programs; providing support to the judges and administering specific programs related to the municipal court function.

Reason for Leaving

Promotion to Administrative Services Director/Assistant City Manager

Budget Analyst

3/1994 - 8/1995

City of Sparks

Hours worked per week: 40
Monthly Salary: \$2,700.00
of Employees Supervised: 0
Name of Supervisor: Terri Thomas - Finance

<p>www.cityofsparks.us 431 Prater Way Sparks, Nevada 89432 (775) 353-2303</p>	<p>Director May we contact this employer? Yes</p>
<p>Duties Responsibilities included the development and analysis of the city's annual budget, capital improvement program, department new needs requests, and detailed knowledge in accounting, budgeting, planning, business presentations, operational analysis, and customer service skills.</p>	
<p>Reason for Leaving Promotion to Municipal Court Administrator</p>	
<p>Account Representative 8/1989 - 3/1994</p> <p>Vanier Graphics Corporation Sparks, Nevada 89431</p>	<p>Hours worked per week: 40 Monthly Salary: \$2,900.00 # of Employees Supervised: 0 Name of Supervisor: Robert Simmons - Regional Sales Representative May we contact this employer? Yes</p>
<p>Duties Responsibilities included expansion of the sales territory and servicing established accounts in Northern Nevada for business forms inventory control systems, computer forms, computer supplies, and promotional novelties and required the knowledge of management, accounting, inventory control, marketing, business presentations, operational analysis, and customer service skills.</p>	
<p>Reason for Leaving New opportunity with the City of Sparks</p>	
<p>Controller and Operations Manager 5/1987 - 8/1989</p> <p>Sierra Trading Post Sparks, Nevada 89431</p>	<p>Hours worked per week: 40 Monthly Salary: \$3,000.00 # of Employees Supervised: 80 Name of Supervisor: Keith Richardson - Owner May we contact this employer? Yes</p>
<p>Duties Responsibilities included management, accounting, data processing, order processing, product returns, inventory control, order distribution, and retail sales. This position required the knowledge of accounting, budgeting, planning, information technology systems, and customer service.</p>	
<p>Reason for Leaving New opportunity with Vanier Graphics</p>	
<p>Planning and Control Manager 5/1983 - 5/1987</p> <p>First Interstate Services Company -- Washington Center Tukwila, Washington</p>	<p>Hours worked per week: 40 Monthly Salary: \$3,000.00 # of Employees Supervised: 15 Name of Supervisor: Hal Byrd - Site Manager May we contact this employer? Yes</p>
<p>Duties Responsibilities included management, strategic planning, budgeting, accounting, financial analysis, general administration, physical and data security, risk analysis, project management, and buildings and grounds.</p>	
<p>Reason for Leaving Relocation back to Sparks</p>	
<p>Certificates and Licenses</p>	
<p>Type: Credentialed Manager Number: Issued by: International City/County Managers' Association Date Issued: 4 /2012 Date Expires: 4 /2014</p>	
<p>Type: Certified Government Financial Manager Number: 9224 Issued by: Association of Government Accountants Date Issued: 10 /1996 Date Expires: 12 /2014</p>	
<p>Skills</p>	
<p>Office Skills Typing: Data Entry:</p>	
<p>Other Skills</p>	

Spreadsheet -- Microsoft Excel / Lotus Skilled - 30 years and 0 months
 Word Processing -- Microsoft Word / Others Skilled - 30 years and 0 months
 Presentations -- Microsoft PowerPoint Skilled - 15 years and 0 months
 Research and Reporting -- Development of White Pap Skilled - 30 years and 0 months

Additional Information

Honors & Awards

2009 Outstanding Graduate Student Leadership Award -- The Association of Collegiate Business Schools and Programs

Professional Associations

National:

Member of International City/County Managers' Association (ICMA)
 Member of Association of Government Accountants (AGA)
 Past Member of International City/County Manager's Association 2013 Conference Committee

Local/Regional/State:

Member of Local Government Managers Association of Nevada (LOGMAN), Past President
 Member of Life-Time Alumni Association, University of Nevada, Reno
 Member of Nevada Government Financial Officer Association (NV GFOA)

Professional Memberships

Local/Regional/State:

Member of The Chamber (Northern Nevada and Greater Reno-Sparks Chambers of Commerce)
 Member of Regional Emergency Operations Center Joint Management Committee (Washoe Co)
 Member of the 800 MHz Joint Operating Committee (Washoe Co)

Volunteer Experience

Local/Regional/State:

Past Member of Sparks Sertoma (Service Organization), Board Member and Treasurer
 Past Member of Reno Sunrise Kiwanis Club, Board Member
 Past Member of Bishop Manogue Catholic High School Booster Club, President

References

Professional

Carey, Shaun
 City Manager
 431 Prater Way
 Sparks, Nevada 89432
 (775) 353-2310
scarey@cityofsparks.us

Professional

Slaughter, John
 Washoe County Manager
 1011 E Ninth Street
 PO Box 11130
 Reno, Nevada 89520
 (775) 328-3607
jslaughter@washoecounty.us

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By	Action
Bachelor's Diploma	20140131 Univ of Nevada Diploma	Other	Job Seeker	Edit
Certificate -- Certified Government Financial Mgr	20140131 CGFM Certificate	Other	Job Seeker	Edit
Master's Diploma	20140131 Univ of Phoenix Diploma	Other	Job Seeker	Edit
Resume and Major Accomplishments	20140130 Resume for Stephen W Driscoll	Resume	Job Seeker	Edit

Agency-Wide Questions

1. Q: Are you related to any City of Sparks employee?

A: No

2. Q: If you answered Yes to the previous question, list name of relative, the department your relative works in and their relationship to you. If you answered No, please type N/A.

A: N/A

3. Q: Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? (Including drunk, reckless, hit-run, and military convictions) An affirmative answer to this question may not necessarily disqualify you from consideration for employment. Each circumstance and explanation will be weighted/considered in relationship to the position for which you are applying.

A: No

4. Q: If you answered Yes to the previous question, give date(s) of conviction(s) and explain. If you answered No, please type N/A.

A: N/A

5. Q: Are you orally fluent in any language other than English?

A: No

6. Q: If you answered Yes to the previous question, list any language in which you are fluent. If you answered No, please type N/A.

A: N/A

7. Q: Can you write proficiently in any language other than English?

A: No

8. Q: If you answered Yes to the previous question, list any language in which can write proficiently. If you answered No, please type N/A.

A: N/A

9. Q: Applications are occasionally shared with other public agencies. Do you wish to have your application shared with other public agencies?

A: No

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Stephen W. Driscoll, ICMA-CM, MBA, CGFM

Voice: 775/358-2033
Mobile: 775/848-0760
E-mail: scsc@charter.net

640 East Queen Way
Sparks, NV 89431

PROFESSIONAL GOAL:

Provide the highest level of community service for the City of Sparks' elected officials, citizens, and staff through continued professional development, customer service, and ethical behavior.

BACKGROUND SUMMARY:

More than 30 years in business leadership and management positions serving local government, large companies, family-owned businesses, and customer-service based organizations.

ACCOMPLISHMENTS:

Leadership and Administration

- Developed city-wide Strategic Plan detailed goals and objectives, departmental Business Plans, and detailed budgets.
- Provided strong leadership and support in the design of a sustainable city organizational structure and a city-wide, zero-based Core Services budgeting process resulting in the reduction of personnel costs and operational expenditures. (ICMA Best Practice – June 2011)
- Serve as the Acting City Manager in the absence of the City Manager.

Government Affairs

- Created an effective state, regional, and federal lobbying program establishing relationships with elected officials and securing funding for city projects.
- Acted as the city's chief state, regional, and federal in-house lobbyist.
- Advised the Sparks Council and Nevada Legislators in developing specific legislation related to local governments.
- Developed a Legislative Platform for Sparks' elected officials to guide legislative policy decisions and designed a SharePoint-based tracking system for legislative session communications assuring compliance with the city's policies.
- Provided policy guidance to the Sparks City Council and the Nevada Legislature regarding collective bargaining laws, home rule, and Charter versus General Law city analysis.

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Labor Relations

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- Effectively managed the city's procurement functions for compliance with local ordinances and state law.
- Developed outsourcing protocol for enhancement of city services.

Risk Management and Employee Benefits

- Analysis and administration of city's risk, wellness, and employee benefits programs.
- Oversee of city's general liability insurance policies.

CAREER HISTORY:

Assistant City Manager - *City of Sparks, NV*

January 2000 – Present

Responsibilities include planning, organizing, and providing direction to major functional areas of the city; providing policy guidance to the City Manager and coordinating the activities of assigned staff and services; fostering cooperative working relationships with civic groups, intergovernmental agencies, and city staff. This position is responsible for the development, coordination, and implementation of citywide goals, objectives, policies, procedures, and work standards. This position works directly with the City Manager, City Council, city department heads, public and private organizations, and citizens groups in developing programs and implementing projects.

Municipal Court Administrator – *City of Sparks, NV*

August 1995 - January 2000

Responsibilities included managing, planning, organizing, and evaluating staff and activities required for the support of municipal court functions and programs; providing support to the judges and administering specific programs related to the municipal court function.

Budget Analyst – *City of Sparks, NV*

March 1994 – August 1995

Responsibilities included the development and analysis of the city's annual budget, capital improvement program, department new needs requests, and detailed knowledge in accounting, budgeting, planning, business presentations, operational analysis, and customer service skills.

Account Representative – *Vanier Graphics Corporation, Sparks, NV* August 1989 – March 1994

Responsibilities included expansion of the sales territory and servicing established accounts in Northern Nevada for business forms inventory control systems, computer forms, computer supplies, and promotional novelties and required the knowledge of management, accounting, inventory control, marketing, business presentations, operational analysis, and customer service skills.

Controller and Operations Manager – *Sierra Trading Post, Sparks, NV* May 1987 -- August 1989

Responsibilities included management, accounting, data processing, order processing, product returns, inventory control, order distribution, and retail sales. This position required the knowledge of accounting, budgeting, planning, information technology systems, and customer service.

Planning and Control Manager, Assistant Vice President May 1983 – May 1987

First Interstate Services Company—Washington Center, Seattle, WA

Responsibilities included management, strategic planning, budgeting, accounting, financial analysis, general administration, physical and data security, risk analysis, project management, and buildings and grounds.

EDUCATION:

Master of Business Administration November 2007 – May 2009

University of Phoenix, Northern Nevada Campus, Reno, NV

Recipient of the 2009 Outstanding Graduate Student Leadership Award presented by The Association of Collegiate Business Schools and Programs.

Court Executive Development Program Fellow-in-Training November 1995 – January 2000

National Center for State Courts, Williamsburg, VA

Bachelor of Science in Business Administration, Accounting September 1973 – December 1978

University of Nevada, Reno, NV

PROFESSIONAL CERTIFICATION:

Credentialed Manager April 2012 -- Present

International City/County Managers' Association, Washington, DC

Certified Government Financial Manager, Certificate Number 9224 November 1996 – Present

Association of Government Accountants, Washington, DC

ORGANIZATION MEMBERSHIPS:

National:

Member of International City/County Managers' Association (ICMA)

Member of Association of Government Accountants (AGA)

Past Member of International City/County Manager's Association 2013 Conference Committee

Local/Regional/State:

Member of Local Government Managers Association of Nevada (LOGMAN), Past President

Member of Life-Time Alumni Association, University of Nevada, Reno

Member of The Chamber (Northern Nevada and Greater Reno-Sparks Chambers of Commerce)

Member of Regional Emergency Operations Center Joint Management Committee (Washoe Co)

Member of the 800 MHz Joint Operating Committee (Washoe Co)

Member of Nevada Government Financial Officer Association (NV GFOA)

Past Member of Sparks Sertoma (Service Organization), Board Member and Treasurer
Past Member of Reno Sunrise Kiwanis Club, Board Member
Past Member of Bishop Manogue Catholic High School Booster Club, President

THE UNIVERSITY OF NEVADA · RENO

HAS CONFERRED UPON

STEPHEN WILLIAM DRISCOLL

THE DEGREE OF

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

WITH ALL THE RIGHTS AND PRIVILEGES THEREUNTO APPERTAINING.

IN WITNESS THEREOF THIS DIPLOMA DULY SIGNED HAS BEEN

ISSUED AND THE SEAL OF THE UNIVERSITY AFFIXED.

APPROVED BY THE BOARD OF REGENTS UPON RECOMMENDATION OF THE
FACULTY ON THE TWENTY-SECOND DAY OF DECEMBER IN 1978.

Richard E. High
.....
Dean of Business Administration

Joseph W. Cooney
.....
President of the University



James R. ...
.....
Chairman of the Board of Regents

...
.....
Chancellor of the University System

Association of Government Accountants



The Professional Certification Board

Having determined that

Stephen M. Briscoli

Has successfully met the Board's certification requirements as an expert government financial manager, hereby grants the designation of

Certified Government Financial Manager

Witness the seal of said Board and the official signatures of the President of the Association and the Chair of the Board at Alexandria, Virginia, this first day of November, Nineteen hundred and Ninety-six.

Certificate No. 9224




National President


Chair, Professional Certification Board

University of Phoenix

*Upon the recommendation of the Faculty,
University of Phoenix does hereby confer upon*

Stephen William Driscoll

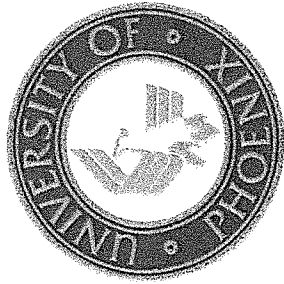
the degree of

Master of Business Administration

with all the rights, honors and privileges thereto appertaining.

*In witness whereof, the seal of the University and the signatures as authorized
by the Board of Directors, University of Phoenix, are herunto affixed,
this thirty-first day of May, in the year two thousand nine.*

Wm. A. Spence
Chairman, Board of Directors



Wm. S. Reynolds
President