



Job Announcement

POSITION

Director of Community Services

SALARY RANGE

184,683.20 - \$258,564.80

LOCATION

Reno, NV

About the Director of Community Services Position

Washoe County is seeking a strong, and seasoned leader with executive level management experience in the Public Works, Building, Planning, Parks, Asset Management, and Utility fields. The Director of Community Services must have significant experience managing large and complicated programs and leading organizations and shall possess strength and experience in strategic visioning and planning as well as program and policy analysis and implementation. The successful candidate will have the ability to interpret and apply the provisions of diverse federal, state, and local legislation and regulations.

This mission-critical position ensures quality consistent service to the County's citizens; long-term visioning, effective leadership, teambuilding, leading large-scale systems change, and role-modeling the County's values (Integrity, Communication and Quality Public Service) are foundational.

The Director of Community Services plans and directs the activities and functions of the County Community Services Department (CSD). The incumbent collaborates with the County Manager and Board of County Commissioners to establish, develop, and implement the County's vision, strategy and objectives for the Community Services functions and takes the leadership role in representing CSD to internal and external stakeholders; and performs related duties as required.

The ideal candidate will have extensive experience leading teams and projects related to the built environment in

addition to a proven track record of successful collaboration with appointed and elected officials, peers from other agencies, and private partners within the community. They are approachable, engaging, and dedicated to a team-oriented environment where sharing information, ideas, and feedback is modeled by leadership and supported. The successful candidate will demonstrate a commitment to the County's established vision, mission, and organizational priorities and will collaborate with other department heads to strategize, prioritize, and execute programs and services. This individual will be a creative problem-solver with proven community relationships and will be motivated by meeting the needs of the community as-a-whole.

The Director of Community Services must possess excellent communication and interpersonal skills, the ability to engender trust and establish highly effective working relationships with staff at all levels of the organization including employees, elected officials, peers, stakeholder organizations, and the public. The successful candidate will have demonstrated ability to make effective and high-profile presentations to a variety of audiences including state and local elected officials, related stakeholder organizations and the members of the community.

This is an unclassified position appointed by the Board of County Commissioners at the recommendation of the County Manager pursuant to Washoe County Code 130 and serves at the pleasure of at the Board of County Commissioners.



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION



About the Washoe County Community Services Department (CSD)

Washoe County Community Services Department (CSD) provides efficient roads, parks, facilities, utilities and business and development services while supporting a healthy workforce and community. The CSD exists to serve our customers and is committed to understanding their needs, being responsive and proactively seeking solutions that collectively lead to our region's success.

The CSD Business and Development Services Teams includes professionals in the areas of planning, engineering, building and business licensing. They also partner with multiple agencies to review and approve development projects. Combined expertise includes air quality, fire, wildlife, public health, water and sewer, vector control, traffic and more.

The CSD Utility Team provides wastewater treatment to approximately 16,000 customers including some urban areas in Reno and Sparks. The Utility treats an average of 5 million gallons of wastewater per day at three regional wastewater plants and manages the recovery of reclaimed water and biosolids from these waste streams.

The CSD Regional Parks and Open Space provides exceptional parks, open space and recreational opportunities while preserving our natural, historical and cultural resources. Washoe County manages over 12,000 acres including over 10,000 acres of open space, 49 parks, an Arboretum, developed trails, trailheads, athletic fields, golf courses,

a campground, a shooting facility, an archery facility, a museum, and so much more.

The CSD Building Program ensures buildings/structures are safe, by applying nationally recognized codes and County adopted ordinances through our plan check and inspection services. These standards are a vital part of Washoe County's quality of life and play a key role in maintaining minimum acceptable construction standards and a predictable regulatory environment. The goal is to assist our customers by providing exceptional public service and to foster a resilient built environment.

The CSD Roads Team maintains and preserves 1,000 miles of paved and gravel roads, as well as an extensive network of public storm water conveyance ditches. The CSD Roads Team is critical to keeping our roads safe and accessible in unincorporated Washoe County. The Team works closely with our Engineering Teams, Public Safety and Regional Emergency Response.

Community traffic infrastructure, design, installation and maintenance is completed by Washoe County Community Services Department Engineering and Operations Teams, and Local Regional Partners working closely together to ensure connectivity between jurisdictions within Washoe County, Nevada.

For additional information please visit CSD webpage (washoecounty.gov)



Required Education and Experience

A bachelor's degree from an accredited college or university in business or public administration, operations management, resource management or planning, architecture, civil, mechanical, environmental or sanitary engineering, planning, geography, parks and recreation administration or a closely related field and eight years of progressively responsible full-time experience in one or more areas involving planning for, managing and delivering services related to community utility or transportation systems and infrastructure, community planning and development, building and code compliance, natural resources planning and management or parks and recreation to include four years of experience in a supervisory/management capacity; OR an equivalent combination of education and experience.

License or Certificate

A valid driver's license is required at the time of appointment.

Compensation & Benefits

The annual salary range for this position is up to \$258,564.80. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each benefit eligible employee.
- Health, Dental, Life and Vision Insurance - Washoe County contributes 100% of the premium for each employee. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment. Washoe County contributes up to \$2,500 annually (based on benefit effective date and coverage tier) into the employee's Health Savings Account (HSA).
Benefits
- Deferred Compensation plans available
- 11 Paid Holidays
- Vacation Accrual (96 hours per year, increasing with continued employment)
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017-2023 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax*

Washoe County hires all new employees at the minimum rate of the salary range and eligible employees may receive an annual merit increase of 5% until they reach the maximum salary for the classification. Upon promotion, current Washoe County employees are placed at the minimum rate of the salary range for the higher classification of the new position OR a promotional calculation, whichever is greater.

Please note that this recruitment will be managed in accordance with Nevada's Open Meeting/Public Records law. Applicant information will remain confidential until such time as the candidate is selected as a finalist in the selection process. At that time, applicant information including candidate name, application, cover letter, resume, and other submitted information (with personal identification information redacted) may be provided to the Washoe County Board of County Commissioners as part of the Commission Meeting Agenda.



Director of Community Services

The Community

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. The County covers an area of 6,600 square miles bordering California and Oregon. The County seat is the City of Reno, the third largest city in Nevada. Reno boasts a bustling downtown, diverse neighborhoods, Nevada's flagship state university, and a top-ranked international airport. Nearby are the City of Sparks, the state's fifth largest city, and Incline Village at Lake Tahoe. The County's approximately 496,000 population is split with nearly half residing in the incorporated City of Reno, one quarter in Sparks and one quarter in the unincorporated areas. Residents and visitors enjoy the pleasant climate, abundant recreational activities, arts, entertainment, professional sports, and cultural events.

County Governance & Organization

A five-member Board of County Commissioners, elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County provides services as an administrative arm of the state, as well as a variety of regional and community services. The County has twenty-four departments managed by appointed department heads and an additional seven led by elected officials. Our organization employs over 3,000 people dedicated to serving the citizens of Washoe County.

EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment. Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.

To Be Considered:

Submit the required application at:
<https://jobs.washoecounty.us/joblisting/>

In addition to the application, the following documents must be included with the application before the filing deadline in order to be considered:

- Compelling cover letter
- Comprehensive resume which includes how the applicant meets the Ideal Candidate criteria
- Three professional references
- Three letters of recommendation

If you have any questions about the position, please contact Indu Moore, Senior Human Resource Analyst, at 775-328-2095 or email to imoore@washoecounty.gov

Tentative Timeline

November 14, 2023 – December 18, 2023

Applications Accepted.

Week of January 10, 2024

The Screening Committee reviews candidate materials to identify top candidates with the most potential for success.

Week of January 22, 2024

The first round of interviews with top candidates will take place and recommendation of top candidates to the hiring manager.

Week of January 29, 2024

Second interviews of top candidates will take place. Second interview panel includes the County Manager and District Commissioner per recruitment policy established by the Board at the February 23, 2023 meeting.

Week of February 5, 2024

Chair and Vice Chair of the Board Meet the Top Candidate.

Week of February 12, 2024

Required Background Investigation.

March 12, 2024

Recommendation to the Board for Formal Appointment.

April 1, 2024

Estimated Hire Date.

