

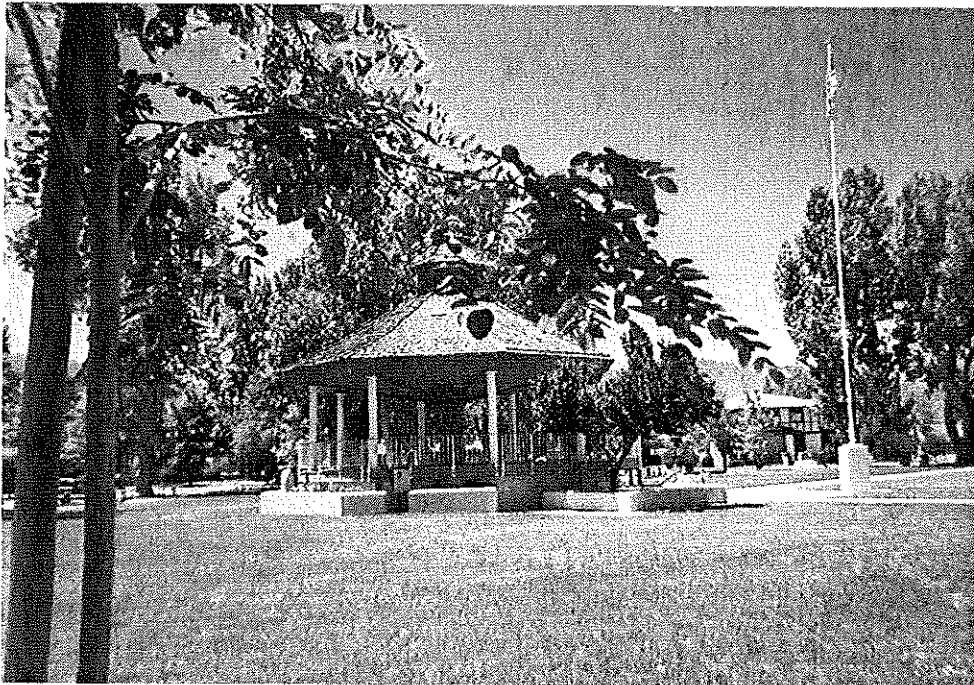


# TOWN OF MINDEN, NEVADA

A Career Opportunity

## MINDEN TOWN MANAGER

Are you looking for a new and challenging career experience in a beautiful location working with the best team in the country? If so, you have come to the right place because the Town of Minden, Nevada is seeking a highly motivated, experienced, and visionary Town Manager to serve the citizens of beautiful Minden, Nevada!

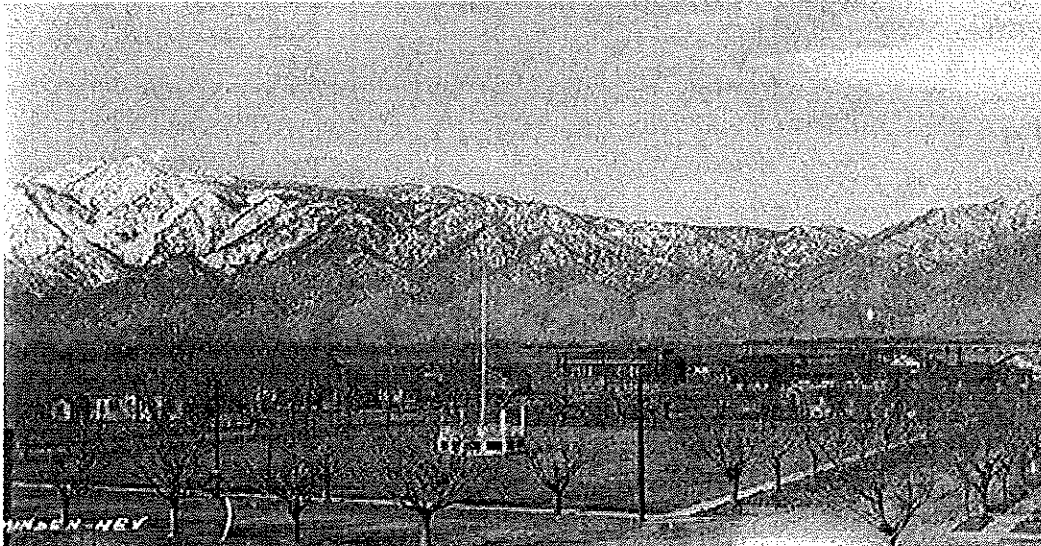


**Douglas County is an Equal Opportunity Employer and Drug Free Workplace  
Douglas County Human Resources, 1616 8<sup>th</sup> Street, P.O. Box 218, Minden, NV 89423  
Accommodations for disabled applicants can be made by calling Human Resources at (775) 782-9860**

# About the Town of Minden and the Area

## HISTORY

On November 25, 1861, Douglas County became one of the first nine counties established by the first Nevada Territorial Legislature, with the county seat located in the town of Genoa. The County was retained when the territory became a state on October 31, 1864. Douglas County is named for Stephen A. Douglas, a former United States Senator from Illinois, who opposed Lincoln in the 1860 election for President. Douglas County is the site of some of Nevada's earliest development. Many small communities are scattered along the base of the Sierra Nevada Mountain Range, remnants of some of the first towns in the state. A good number of these communities were established in the 1850s as trading posts and centers of ranching and farming. Genoa, settled in 1851 and originally known as Mormon Station, is the oldest of these.



Minden is the county seat, established in 1905 when the Virginia & Truckee Railway made its way south, terminating in the Town in 1906. The town was named for Minden, Germany, near the birthplace of H.F. Dangberg. There is no question that the Dangbergs made the town. The Dangberg Company presented a plan of the town of Minden to the Douglas County Commissioners in July of 1906.

The nucleus of the town, now called the original town plot, developed from 1906 until around 1940. During that time, the Minden Inn was a getaway destination for some of the biggest names in Hollywood, including Clark Gable and Jean Harlow. In the late 1950s some small subdivisions appeared, and the business strip along Highway 395 accommodated some new commercial ventures. By the mid-1970s the explosion happened, and from that point on major subdivisions and exciting new businesses created a growth pattern that rolled into the 1980s and right up to this date.

Life in Minden offers the conveniences of small-town living with all of the facilities of Lake Tahoe (20-25 minute drive) and Reno (45-50 minute drive) within easy reach. As of the census

of 2000, there were 2,836 people, 1,166 households, and 839 families residing in the town. The population density was 664.2 people per square mile (256.4/km<sup>2</sup>). There were 1,231 housing units at an average density of 288.3/sq mi (111.3/km<sup>2</sup>).

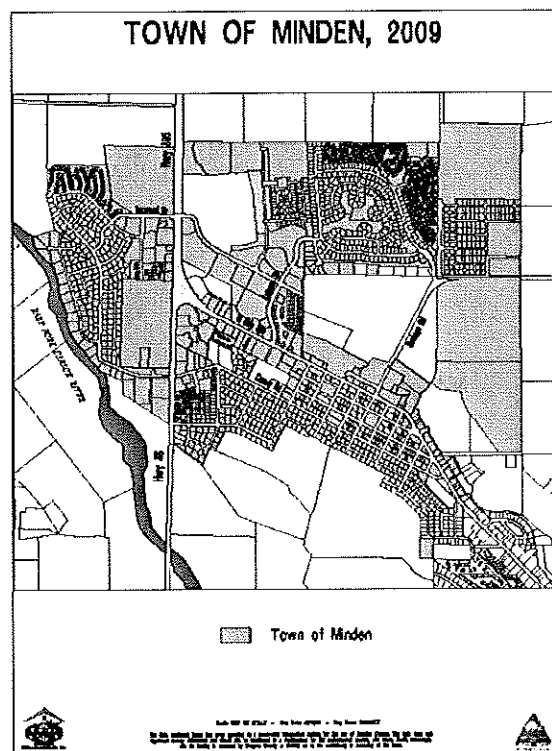
## CLIMATE

Elevations within the County vary from a low of 4,625 feet on the valley floor to a high of 9,500 feet at East Peak. The proximity of the Carson Valley to the Sierra Nevada Mountains creates one of the most comfortable daily temperature ranges in the continental United States. Generally, the climate is arid, with warm summers, moderate winters, and cool evening temperatures year around.

## COMMUNITY PROFILE

Douglas County is a diverse community. The unincorporated towns within Douglas County, Minden, Gardnerville, and Genoa, are governed by their own elected advisory boards. Minden's core is reminiscent of *Rockwell's Americana*. Major employers are found in the fields of gaming and tourism, research and manufacturing, government and services.

Douglas County has a strong commitment to quality-of-life and environmental issues. Douglas County's location within the state and its co-hosting of a portion of Lake Tahoe provide high visibility for business and tourism. The area also provides an excellent environment for cultural, recreational, and outdoor activities, including skiing, hunting, horseback riding, hiking, camping, and other, similar outdoor activities, as well as breathtaking scenic wonders, such as Lake Tahoe and the Carson Valley itself.



## ORGANIZATIONAL STRUCTURE

The Minden Town Manager position is new. The manager will report directly to a five-person elected Town Board who an adjunct to the Douglas County Board of Commissioners. The Minden Town Manager will work closely with employees and citizens of the Town, Douglas County, Town of Gardnerville, State of Nevada, local businesses and civic groups. Minden staff includes a Public Works Superintendent, Senior Secretary, Accounting Clerk, Maintenance Supervisor, and eleven maintenance personnel.

Town services include water service and trash pickup service. The Town provides special curbside containers to the customers for both trash and yard (green waste) pickup. The trash is collected even on holidays. There are two parks, Minden Park at Esmeralda Avenue and Westwood Park on Ironwood Drive. The Town also owns and operates the CVIC Hall, which is available for parties, weddings, meetings, concerts and theatrical events.

## About The Position

### POSITION PROFILE

The Minden Town Manager will be responsible for the overall day-to-day running of all Town functions including setting the agenda for monthly board meetings, providing policy guidance, strategic planning, and program evaluation; providing assistance and support to the residents and business community; fostering cooperative working relationships with the Board of County Commissioners, private industry, and members of the general public; and bringing vision and professional insights into key issues facing the Town of Minden. Other traits and professional characteristics of the Town Manager should include:

- Outstanding personal leadership and management skills.
- Decisive leadership abilities.
- Ability to make effective decisions and act as an advisor on key issues facing the Town.
- High personal energy, a positive approach, and a true understanding of the uniqueness of the Town of Minden.
- Outstanding interpersonal skills.
- An approachable, friendly, open, and participatory management philosophy that encourages cooperation, communication and productivity within the organization while maintaining appropriate levels of accountability.
- High personal standards and a willingness to insist on high performance standards for the organization.
- A strong commitment to staff development and involvement to aid in developing the leaders of tomorrow.
- The ability to work and communicate effectively with all stakeholders on a fair and open basis.
- The ability to establish and maintain positive and productive relationships with both internal and external customers.

- The ability to anticipate issues, identify alternate courses of action, and prepare proactive recommendations and successfully present and support those recommendations before the Minden Town Board, County Commissioners, employees, and residents of the Town.



- An active commitment to and appropriate level of involvement in professional networking.

- Initiative, resourcefulness, creativity, and problem-solving ability.
- A keen understanding of the political process while avoiding personal involvement in political issues.

## Qualifications and Experience

### REQUIRED EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting, or other closely related field with at least five (5) years of progressively responsible experience in a municipal setting; a Master's Degree and experience working with an elected Council or Board and a strong financial and water background are highly desirable; OR an equivalent combination of education and experience.

## Compensation and Benefits

The salary range is between \$74,236 and \$99,756, depending upon the background and qualifications of the successful candidate. The Town of Minden offers a generous benefits program through Douglas County including health, dental, vision, and life insurance, paid vacation, sick and administrative days and 100% employer-paid state retirement (PERS). Working conditions within the Town are outstanding and the area offers a high quality of life.

# The Application Process

## THE PROCESS

All applications and required documentation must be received by Douglas County Human Resources Department no later than **4:00 PM on November 2, 2009**. The top candidates will be invited to an extensive interview process. Reference checks will be conducted after receiving the candidate's permission.

Information from the applicant's resume/application may be subject to public disclosure.

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TTD (775) 782-9070 - FAX (775) 782-9083

Distributed: 09/03/09  
J:recruit/jobanno/Minden Town Manager



## JOB DESCRIPTION

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**JOB TITLE:** Minden Town Manager

**JOB CODE:** 2120

**DEPARTMENT:** Town of Minden

**FLSA STATUS:** Exempt

**REPORTS TO:** Minden Town Board

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### **SUMMARY OF JOB PURPOSE**

Plans, directs, and oversees all high-level professional and administrative functions of the town government; receives broad policy guidance from a five-person elected Town Board.

### **ESSENTIAL FUNCTIONS**

1. Serves as the town's primary administrative officer and liaison, representing the Town and Town Board, providing a direct communication link between the Town, County, citizens, and other Local, State, and Federal agencies and organizations; receives, investigates, and resolves complaints and concerns relating to Town programs, functions, services, and facilities; disseminates up-to-date information on a wide variety of topics and issues to citizens, visitors, governmental agencies, and businesses by making oral and written presentations, e-mail, cable television interviews, and press releases; performs other public relations work as necessary on behalf of the Town; responds to emergencies within the Town.
2. Oversees the development of the annual budgets for Town Board approval; monitors expenditures and revenues to ensure compliance with adopted budget; accounts for variances between projected and actual expenditures and revenues; initiates remedial action when needed; works with the Town Board, County, and other Local, State, and Federal agencies to develop and implement community and economic development plans; develops or directs the development of construction and maintenance contracts for facilities, public works, parks, and other capital improvements.
3. Directs the establishment of standards, goals, and objectives for, and evaluates the performance of, Town departments, functions, programs, and services; assists the Town Board in developing, reviewing, and refining overall goals and visions for the Town; provides leadership and direction in the development of short- and long-range plans for achieving Town goals; directs the coordination of all Town activities to ensure timely, efficient, and effective delivery of programs and services; informs Town Board of operational problems and challenges and seeks advice and counsel from Town Attorney and Town Engineer on possible solutions.
4. Identifies potential outside funding sources such as grants and match programs; analyzes, develops, and submits funding proposals to State and Federal agencies; makes oral presentations to funding agency on project needs, costs, and benefits; manages all grants and funding received by preparing highly detailed and complex financial and project status reports accounting for all project revenues and expenditures in accordance with State and Federal laws, regulations, and requirements.
5. Analyzes proposed legislation and regulations for impact to Town operations, reviews and makes recommendations to Town Board regarding legislative activities and participates in the lobbying process by presenting oral and written testimony to appropriate governmental bodies.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Minden Town Manager

6. Develops, analyzes, negotiates, supervises, administers, and enforces all contractual agreements for the Town subject to the limitations of law and Board policy; directs the purchasing of all services, supplies, materials, vehicles, equipment, and goods required by the Town ensuring adequate budget resources are available for expenditures.
7. Analyzes highly technical and administrative proposals, policies, programs, and services; prepares a variety of narrative and statistical reports; reviews and/or directs the review of submitted private and public development projects within the Town for impact to Town operations, adherence, and conformity to the Town's Plan for Prosperity and Design Guidelines and adopted improvement standards; makes recommendations to the Town Board.
8. Directly and/or indirectly supervises all Town departments and functions including Parks and Recreation, Public Works, Administration, fleet and equipment maintenance, purchasing and contracts, solid waste collection, transport, and disposal, and professional services, including engineering design and management, legal services, and Town-level community planning; provides direction, advices, and guidance to Town staff and professional consultants in the implementation of adopted Board policies. Promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.
9. Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
10. Administers the preparation of Board meeting agendas and agenda item materials; attends all regular and special Board meetings.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting, or other closely related field with at least five (5) years of progressively responsible experience in a municipal setting required; Master's Degree with experience working with an elected Council or Board and a strong financial background is highly desirable; OR an equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure

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## JOB DESCRIPTION

### Minden Town Manager

manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of administrative principles and practices of municipal budget development, administration, and accountability, including goal setting, program development, implementation, and evaluation; principles, practices, and procedures of public administration in a municipal setting; functions, services, and funding sources of a municipal government; functions, authority, responsibilities, and limitations of an elected Town Board; applicable Federal and State laws, codes, ordinances, and regulations; current social, political, and economic trends affecting Town government and service provisions.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

The noise level in this work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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