

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
January 26, 2011
REGULAR MEETING**

Agenda Documentation
February 9, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES

FROM: Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER: January 26, 2011 at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Malcolm White - Present
Ed Miramontes – Present
Priscilla Rocha – Present
Evelyn Beals – Present
David Steinman – Absent

STAFF PRESENT

Dan Tarwater
Ann Rubertino-Beck
Sue Brown
Glenna Kouns
Vince Zamora
Graciela Manginelli

OTHERS PRESENT

Jess Campbell - LVFR

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger was also present at this meeting

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for December 22, 2010: Trustee Malcolm White made a motion to approve the minutes of the Regular Meeting of December 22, 2010. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. EXTENSION OF ELIGIBLE LISTS

1. Fire Captain – Promotional
2. Judicial Enforcement Officer I - Open
3. Public Works Maintenance Field Supervisor - Promotional

A motion was made by Trustee Priscilla Rocha to approve Items 1 through 3 of the Classification Specifications and Evelyn Beals seconded the motion. Motion Carried.

B. CLASSIFICATION SPECIFICATIONS

1. Economic Development Specialist/Senior Economic Development Specialist (X) – Revised
2. Real Estate Specialist – Revised

Trustee Miramontes had a question regarding the Economic Development Specialist/Senior Economic Development Specialist (X), under the training section. Trustee Miramontes asked if the determination of related college course work is at the discretion of the department manager or the HR manager. Personnel Analyst Sue Brown replied it is meant for the department manager. Trustee Miramontes replied that could lead to some issues. Trustee White agreed with Trustee Miramontes. Trustee Miramontes suggested dropping or changing the sentence in some way. Human Resources Administrator Ann Rubertino Beck let the board know that HR can speak to the department to see if they are open to dropping or changing the sentence. Deputy City Attorney Morgan Davis suggests changing the information rather than dropping the entire sentence.

Deputy City Attorney Morgan Davis suggested that item B. 1. be removed off of the agenda and have the board vote only on item B.2.

A motion was made by Trustee Malcolm White that item B. 2. of the Classification Specifications List be approved. Trustee Evelyn Beals seconded the motion. Motion carried

C. REQUEST TO BE PLACED ON REHIRE LIST

1. James Godfrey
2. Jamie Osburn

A motion was made by Trustee Priscilla Rocha that item 1 and 2 of the Request to be Placed on the Rehire List be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. Introduction of Vince Zamora

Secretary of the Board and Human Resources Director Dan Tarwater introduced Vince Zamora to the Civil Service Board.

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:39 p.m.



Dan Tarwater
Secretary to the Board



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: January 26, 2011

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER 4:30 pm
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: December 22, 2010
- IV. BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

- 1. Fire Captain - Promotional
- 2. Judicial Enforcement Officer I - Open
- 3. Public Works Maintenance Field Supervisor - Promotional

B. CLASSIFICATION SPECIFICATIONS

- 1. Economic Development Specialist/Senior Economic Development Specialist (X) - Revised
- 2. Real Estate Specialist - Revised

C. REQUEST TO BE PLACED ON REHIRE LIST

- 1. James Godfrey
- 2. Jamie Osburn

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

- 1. Introduction of Vince Zamora

VI. CITIZEN PARTICIPATION - NONE

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS

- State of NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

EM = ✓
PR = ✓
DS = A ✓
MW = ✓
EB = ✓

H/R
DT = ✓
ARB = ✓
SB = ✓
VZ = ✓
MD = ✓
E = ✓
GK = ✓

[Check on Checks]

1st = MC
2nd = EB
M/C = ✓

1st = PR
2nd = EB
M/C = ✓

1st = MC
2nd = EB
M/C = ✓

1st = PR
2nd = EB
M/C = ✓

introduced by Dan

4:39 pm

QUESTION
By: EM
SB = Dept. manager

out

consider schooling = sue/Glenna?

~~HOLD~~

**CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
December 22, 2010
REGULAR MEETING**

Agenda Documentation
January 12, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER: December 22, 2010 at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Malcolm White - Present
 Ed Miramontes – Present
 Priscilla Rocha – Present
 Evelyn Beals – Present
 David Steinman – Present

STAFF PRESENT
Dan Tarwater
Ann Rubertino-Beck
Sue Brown

OTHERS PRESENT
Val Sharp - LVCEA

Counsel for the Civil Service Board, Jack Eslinger was also present at this meeting

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for December 8, 2010: Trustee David Steinman asked that the spelling of his name be corrected from Davis to David in the December 8, 2010 minutes. Secretary to the Board and Human Resources Director noted the correction. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of December 8, 2010. Trustee Malcolm White seconded the motion. Motion carried.

IV. BUSINESS:

A. CLASSIFICATION SPECIFICATION FOR APPROVAL

1. Graphic Artist (Revised)
2. Public Information Specialist (Revised)
3. Senior Graphic Artist (Revised)
4. Television Production Specialist (Revised)
5. Video Control Operator (Revised)
6. Video Production Engineer (Revised)
7. Videographer (Revised)

Trustee Ed Miramontes had a few questions regarding Classification Specifications for approval.

Trustee Miramontes asked staff to reference at Public Information Specialist job description and asked how the City determines 1 year of college equals 1 ½ years of experience. He asked if there was a standard set by a national organization. Human Resources Administrator Ann Rubertino Beck responded that work experience equivalency to education has been a long-time practice of the City.

Personnel Analyst Sue Brown also added that the practice goes one way, experience can substitute for education, but education does not substitute for experience. Trustee Miramontes asked a question regarding the Television Production Specialist job description number six of the Essential Functions section. Trustee Miramontes asked what the difference, if any, between an external Audio Visual Specialist and an Internal Audio Visual Specialist.

Civil Service Board Secretary and Human Resources Director Dan Tarwater explained that the Television Production Specialist work with other companies, referred to as external Audio Visual Specialist.

Trustee Miramontes asked if the Video Control Operator was formally a technician and reclassified the position to an operator.

Personnel Analyst Sue Brown specified that the former title was Video Programming Technician.

Trustee Miramontes referred to Video Production Engineer and read the definition.

Trustee Miramontes pointed out that number 2 of the Essential Functions, reads as if the employee is doing production work, rather than maintenance work.

Trustee Miramontes stated the job description seems more like the person would be performing the function and not maintaining the job.

Deputy City Attorney Jack Eslinger conveyed that the definition had the word 'workflow', which would help capture and answer Trustee Miramontes' question.

Trustee Miramontes read the definition of Videographer and wanted to bring attention to the similarities of the definition and essential functions.

Personnel Analyst Sue Brown explained when summarizing the definitions the same words are used in both the definition and essential functions section.

Trustee David Steinman asked Dan Tarwater why the Civil Service Board was going through and approving the Classification Specifications.

Dan Tarwater explained that the Segal Study prompted the City to look at each job description and get them in line with the Segal Study.

There were no more questions and comments.

A motion was made by Trustee David Steinman to approve Items 1 through 7 of the Classification Specifications and Priscilla Rocha seconded the motion. Motion Carried.

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

1. None

ADJOURNMENT There being no further business to come before the Board, the meeting was adjourned at 4.44 p.m



Dan Tarwater
Secretary to the Board

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 26, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: A. EXTENSION OF ELIGIBLE LISTS

**BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)**

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 3

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Fire Captain – Promotional	21	1/13/11	7/13/11	2
2 Judicial Enforcement Officer I - Open	31	1/08/11	7/08/11	3
3 Public Works Maintenance Field Supervisor - Promotional	10	1/13/11	7/13/11	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: January 26, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: D. TARWATER, SECRETARY

SUBJECT: B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED

1. Economic Development Specialist/Senior Economic Development Specialist (X)
2. Real Estate Specialist

All of the above job descriptions were revised as part of the classification study with Segal.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

Ann
Talk w/ D



ECONOMIC DEVELOPMENT SPECIALIST
SENIOR ECONOMIC DEVELOPMENT SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

Plans, initiates, and manages redevelopment and economic development projects. Works directly with developers, real estate investors, existing and new businesses, etc to increase and diversify the tax and job base of the city.

DISTINGUISHING CHARACTERISTICS

Economic Development Specialist: This is the journey level class in the Economic Development Specialist series. This class is distinguished from the Senior Economic Development Specialist by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. This class may be used as a training class, wherein employees need only limited directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at this level.

Senior Economic Development Specialist: This is the advanced journey level class in the Economic Development Specialist series. This class is distinguished from the Economic Development Specialist by the performance of the full range of duties as assigned including planning and coordinating complex projects.

SUPERVISION RECEIVED AND EXERCISED

Economic Development Specialist

Receives general supervision from higher level management staff.

Senior Economic Development Specialist

Receives direction from higher level management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (*continued*)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Initiates, plans, coordinates and leads various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects; represents the city's interest in the project; works directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services.
2. Negotiates and structures deals with real estate developers and investors that result in new investment or new real estate development within the redevelopment area. Manages real estate development projects through completion. Assists clients with land development process including site selection services.
3. Performs property analysis relative to value, ownership and change of title.
4. Manages client relationships.
5. Develops and implements target market programs to include preparation of customized presentations and coordinating placement and evaluation of various media advertising.
6. Provides commercial real estate acquisition, management and disposition services to the city, including property inspections and photos, appraisals, document recordings, and escrow services coordination.
7. Prepares market area information for businesses to use when evaluating Las Vegas as a possible location.
8. Develops and negotiates incentive packages.
9. Evaluates private development proposals for financial and technical feasibility; negotiates agreements for property transfer based on evaluations; assists in the structuring of development and loan agreements.
10. Monitors program budget.
11. Collects and analyzes statistics for a variety of research projects. Develops, reviews and analyzes plans, reports, and applications. Composes and edits promotional materials, prospect proposals, correspondence and related documents for distribution to a variety of targeted audiences.
12. Evaluates the effectiveness of marketing materials and approaches. Develops advertisements, press releases, and strategic marketing campaigns to expand businesses within the city.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (continued)

Essential Functions:

13. Serves as liaison between the city and businesses, civic organizations and other stakeholders. Networks with businesses, trade groups, civic organizations, realtors and leaders to learn of new economic development and redevelopment opportunities.
14. Coordinates and schedules events; sets up and takes down event equipment and signage; coordinates event technical support.
15. Attends, participates in and coordinates a variety of meetings, conferences and commissions. Stays abreast of new trends, programs and innovations.
16. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Assists with hiring outside consultants.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Economic Development Specialist

Knowledge of:

- Basic research and statistical analysis techniques.
- Basic marketing techniques.
- Basics of various computer programs and database techniques.
- Basic federal, state and local laws.
- Basics of real estate and business law principles.
- Programs to retain, expand and attract businesses.
- Loan programs to aid businesses.
- Basic activities involved in developing vacant parcels of land.
- Basic budgets, budget policies and financial statements.
- Basics of architecture and construction may be necessary for certain positions.
- Basic principles of economic, redevelopment and industrial development.
- Basic principles of tax increment financing.
- Common office software, including word processing and spreadsheet.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (continued)

Skills in:

- Assisting in reading and interpreting laws, government documents, construction documents and financial statements.
- Speaking in public in various situations.
- Planning, organizing and prioritizing assignments.
- Meeting critical deadlines.
- Managing multiple assignments.
- Learning a variety of software programs.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing in correct business English.
- Preparing and delivering clear and concise technical reports.
- Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Working in a fast paced environment.
- Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, contracts, contract compliance, or a field related to the essential functions. Experience in a governmental setting is desirable.

Training:

Bachelor's degree from an accredited college or university with a major related to the essential job functions. The determination of related college course work is at the discretion of the hiring manager.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (continued)

Senior Economic Development Specialist

In addition to the qualifications for Economic Development Specialist:

Knowledge of:

- Research and statistical analysis techniques.
- Marketing and advertising techniques.
- Various computer programs and database techniques.
- Pertinent federal, state and local laws.
- Real estate and business law principles.
- Activities involved in developing vacant parcels of land.
- Methods and practices of tax increment financing.
- Various federally funded programs.
- Budgets, budget policies and financial statements.
- Architecture and construction may be necessary for certain positions.
- Principles of economic and industrial development.

Skills in:

- Reading and interpreting laws, government documents, construction documents and financial statements.
- Working independently with minimal supervision.
- Using initiative and independent judgment within established guidelines.
- Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
- Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

Experience and Training Requirements

Experience:

Four years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, or a field related to the essential functions, including two years project management experience.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

M/W = determine college course work
Point = Hiring manager = RED FLAG

CITY OF LAS VEGAS

Economic Development Specialist/Senior Economic Development Specialist (*continued*)

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession and maintenance of one or more of the following certifications on the date of application is desirable:

- Certified Economic Developer (CED or CEcD) from the International Economic Development Council;
- Economic Development Finance Professional from the National Development Council;
- Certified Planner from the American Institute of Certified Planners;
- Development Finance Certified Professional from the Council of Development Finance Agencies; or
- Real Estate Development Certificate or the Real Estate Development Finance Certificate from the Urban Land Institute.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 7/5/10 (formerly Economic Development Officer, Sr Economic Development Officer)

FLSA & City: nonexempt

CSB 1/26/11

REAL ESTATE SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Manages and oversees the acquisition and disposition of properties owned by the city and the Redevelopment Agency (RDA); assists business owners, prospective buyers and tenants to secure commercial, office and retail space; manages and oversees real properties and maintain associated reporting systems; and performs a variety of public relations and administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

May act as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manages, negotiates and oversees the acquisition and disposition of real properties owned by the city and the Redevelopment Agency (RDA) within Las Vegas redevelopment areas; coordinates acquisitions and dispositions with the internal Real Estate Coordination Team and other departments with related real estate responsibilities; works with title companies and outside vendors as needed.
2. Assists the Redevelopment Manager in formulating long-term redevelopment and real estate strategies and property assessment analysis.
3. Recommends and assists in the implementation of section goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
4. Develops and implements a quality retail development program within the RDA area and especially the core districts of downtown; market redevelopment opportunities to potential retail tenants and business owners; coordinates with business owners, prospective buyers and tenants to secure commercial, office and retail space; advises developers on the timing of leasing planned retail space, and the type of retail best suited to the location.

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

Essential Functions:

5. Manages and oversees real properties owned by the city and the RDA; develops, maintains and oversees adequate monitoring and reporting systems; takes appropriate interdepartmental action, with management approval, to correct inappropriate conditions and situations.
6. Oversees financial performance of real estate assets and liabilities of the city and the RDA; recommends real estate assets for disposition to meet financial goals of the city and the RDA.
7. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
8. Attends and participates in various interdepartmental and professional group meetings. Stays abreast of current market conditions, new trends, programs and innovations. Brings acquisition opportunities to management's attention.
9. Develops, leads and directs regularly scheduled real estate tours of particular areas of interest in and near the RDA areas and various other industry related events; markets the activities and intentions of the RDA to the real estate and investment communities through regular public programs and functions..
10. Serves as liaison for the section with other city departments, divisions, public and outside agencies. Represents the section in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
11. Implements Special Improvement Districts and Community Area Vitalization Projects within the redevelopment areas, in accordance with Nevada Revised Statutes, in coordination with other department and city functions.
12. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
13. Participates in the preparation and administration of the section budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
14. Orders appraisals of RDA and city assets and potential acquisition and disposition properties, in accordance with Nevada Revised Statutes.
15. Develops a filing system and ensures that original legal documents are maintained in good order; maintains a variety of automated and manual logs, records and files.

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

Essential Functions:

16. Prepares purchase and sale agreements and leasing and licensing agreements; reviews title reports.
17. Assists all parties in the site selection process.
18. Monitors and manages the work of outside contractors for accuracy and completeness.

Marginal Functions:

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Local commercial real estate market, including leasing.

Local commercial real estate trends.

Processes and procedures for the acquisition and disposition of commercial property and vacant land.

The needs and interests of developers, real estate brokers and business owners.

Local redevelopment programs and their benefits for business.

Principles of commercial real estate.

Methods and techniques of supervision, training and performance evaluation.

Techniques of negotiation.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

Pertinent federal, state and local laws, codes, regulations.

Skills in:

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Defining issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.

Negotiating competitively in the Las Vegas commercial real estate market.

Planing, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

Skills in:

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Five years experience in any, or a combination, of the following areas: redevelopment, economic development, land development, commercial real estate, land planning, regional economic analysis, marketing, business management, or a field related to the essential functions.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

A Nevada Real Estate license is preferred.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments; travel from site to site.

Hazards: Exposure to computer screens; exposure to inclement weather.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL
REV 7/19/10
FLSA & City: nonexempt

CSB 1/26/11

ECONOMIC DEVELOPMENT OFFICERSPECIALIST
SENIOR ECONOMIC DEVELOPMENT OFFICERSPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plans, initiates, and manages redevelopment and economic development projects. Works directly with developers, real estate investors, existing and new businesses, etc to increase and diversify the tax and job base of the city. To plan, initiate and manage redevelopment and economic development projects by working directly with real estate developers, real estate investors, existing Las Vegas businesses, and new businesses seeking to locate in Las Vegas, for furthering the goals of increasing and diversifying the job and tax base of the city of Las Vegas and its redevelopment area.

DISTINGUISHING CHARACTERISTICS

Economic Development OfficerSpecialist: This is the journey level class in the Economic Development Officer-Specialist series. This class is distinguished from the Senior Economic Development Officer-Specialist by the performance of the less complex tasks and duties and not being expected to perform with the same independence of direction and judgment. This class may be used as a training class, wherein employees need only limited directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at this level.

Senior Economic Development OfficerSpecialist: This is the advanced journey level class in the Economic Development Officer-Specialist series. This class is distinguished from the Economic Development Officer-Specialist by the performance of the full range of duties as assigned including planning and coordinating complex projects.

SUPERVISION RECEIVED AND EXERCISED

Economic Development OfficerSpecialist

Receives general supervision from higher level management staff.

Senior Economic Development OfficerSpecialist

Receives direction from higher level management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results. May exercise technical and functional supervision over support staff.

CITY OF LAS VEGAS

Economic Development ~~Officer~~Specialist/Senior Economic Development ~~Officer~~ Specialist
(continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Initiates, plans, coordinates and leads various large, complex, multi-funded private and public economic development and redevelopment projects and special research projects; represents the city's interest in the project; works directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services.
2. Negotiates and structures deals with real estate developers and investors that result in new investment or new real estate development within the redevelopment area. Manages real estate development projects through completion. Assists clients with land development process including site selection services.
3. Performs property analysis relative to value, ownership and change of title.
4. Manages client relationships.
- ~~3. Facilitate land acquisition, development and disposition related to economic development and redevelopment projects; perform property analysis relative to value, ownership and change of title; assist clients with all steps of the land development process, including site location, negotiation, securing city approvals, demolition, construction and rehabilitation, infrastructure development and securing financing.~~
- ~~3.5. Develops and implements target market programs to include preparation of customized presentations to individual companies, establishing a high profile presence at convention and trade shows, and coordinating placement and evaluation of various media advertising.~~
6. Provides commercial real estate acquisition, management and disposition services to the city, including property inspections and photos, appraisals, document recordings, and escrow services coordination.
- ~~4.7. Prepares market area information for businesses to use when evaluating Las Vegas as a possible location; coordinate the gathering of data on economic and fiscal trends, land, buildings, infrastructure, workforce and skills available in the area.~~
- ~~5.8. Develops and negotiates incentive packages from a variety of sources.~~
9. Conduct financial analyses to prepare for negotiation with project participants and lenders to identify alternative financial approaches; evaluates private development proposals for financial and technical feasibility; and negotiates agreements for property transfer based on evaluations; assists in the structuring of development and loan agreements.
10. Monitors program budget.

CITY OF LAS VEGAS

Economic Development ~~Officer~~Specialist/Senior Economic Development ~~Officer~~ Specialist
(continued)

~~6.11. Collects and analyzes statistics for a variety of research projects. Develops, reviews and analyzes plans, reports, and applications. Composes and edits promotional materials, prospect proposals, correspondence and related documents for distribution to a variety of targeted audiences.~~

~~7.12. Draft brochures, advertisements, press releases and prospect proposals for distribution to a variety of targeted audiences to promote Las Vegas as a business location; develop design layouts and edit text for promotional and marketing materials; Evaluate the effectiveness of marketing materials and approaches. Develops advertisements, press releases, and strategic marketing campaigns to expand businesses within the city.~~

~~13. Serves as liaison between the city and businesses, civic organizations and other stakeholders. Networks within businesses, trade groups, civic organizations, realtors and leaders the business and economic development communities to learn of new economic development and redevelopment opportunities.~~

~~9.14. Coordinates and schedules events; sets up and takes down event equipment and signage; coordinates event technical support. recruitment opportunities and call on various industries; work with realtors and lenders to identify and assist prospects.~~

~~9. Design, develop, review and analyze plans, reports, position papers, permits, applications and fact sheets; catalogue and maintain document library.~~

~~13.15. Attend various boards, commissions and committees; coordinate meetings, seminars, workshops and conferences, as assigned. Attends, participates in and coordinates a variety of meetings, conferences and commissions. Stays abreast of new trends, programs and innovations.~~

~~11. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.~~

~~11. Monitor program budget.~~
Essential Functions:

~~12. Compose and edit reports, letters, fact sheets, briefing papers, agenda materials, speeches and promotional materials and related correspondence regarding assigned projects and activities.~~

~~13.16. Gather statistics and resource materials for a variety of research projects; coordinate direct mailing campaigns.~~

~~14. Serve as liaison between departments and outside agencies.~~

Marginal Functions:

1. Assists with hiring outside consultants.

CITY OF LAS VEGAS

Economic Development ~~Officer~~ Specialist / Senior Economic Development ~~Officer~~ Specialist
(continued)

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Economic Development ~~Officer~~ Specialist

Knowledge of:

Basic research and statistical analysis techniques.
Basic marketing techniques.
Basics of various computer programs and database techniques.
Basic federal, state and local laws.
Basics of real estate and business law principles.
Programs to retain, expand and attract businesses.
Loan programs to aid businesses.
Basic activities involved in developing vacant parcels of land.
Basic budgets, budget policies and financial statements.
Basics of architecture and construction may be necessary for certain positions.
Basic principles of economic, redevelopment and industrial development.
Basic principles of tax increment financing.
Common office software, including word processing and spreadsheet.

Skills in: Ability to:

Assisting in reading and interpreting laws, government documents, construction documents and financial statements.

Speaking in public in various situations.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Learning a variety of software programs.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing in correct business English.

Ability to:

Preparing and delivering clear and concise technical reports.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Working in a fast paced environment.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Establishing and maintaining effective working relationships with those contacted in the course of work.

~~Maintain mental capacity which allows the capability of:~~

~~————— Making sound decisions;~~

~~————— Effective interaction and communication with others; and~~

CITY OF LAS VEGAS

Economic Development ~~Officer~~ Specialist/Senior Economic Development ~~Officer~~ Specialist
(continued)

- ~~_____ Demonstrating intellectual capabilities.~~
- ~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
 - ~~_____ Sitting for long periods of time; and~~
 - ~~_____ Operating assigned equipment.~~
- ~~Maintain effective audio-visual discrimination and perception needed for:~~
 - ~~_____ Making observations;~~
 - ~~_____ Communicating with others;~~
 - ~~_____ Reading and writing; and~~
 - ~~_____ Operating assigned equipment and vehicles.~~

Experience and Training Requirements

Experience:

Two years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, contracts, contract compliance, or a field related to the essential functions. Experience in a governmental setting is desirable.

Training:

Bachelor's degree from an accredited college or university with a major related to the essential job functions. The determination of related college course work is at the discretion of the hiring manager. ~~A combination of formal education and directly related work experience may substitute for the degree.~~

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Senior Economic Development ~~Officer~~ Specialist

In addition to the qualifications for Economic Development ~~Officer~~ Specialist:

Knowledge of:

- Research and statistical analysis techniques.
- Marketing and advertising techniques.
- Various computer programs and database techniques.
- Pertinent federal, state and local laws.

CITY OF LAS VEGAS

**Economic Development Officer Specialist/Senior Economic Development Officer Specialist
(continued)**

Real estate and business law principles.
Activities involved in developing vacant parcels of land.
Methods and practices of tax increment financing.
Various federally funded programs.
Budgets, budget policies and financial statements.
Architecture and construction may be necessary for certain positions.
Principles of economic and industrial development.

Skills in:

Ability to:

Reading and interpreting laws, government documents, construction documents and financial statements.
Working independently with minimal supervision.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Defining issues, collecting and analyzing pertinent data, identifying alternative solutions, projecting consequences of proposed actions, drawing valid conclusions, proposing sound recommendations, and implementing approved solution in support of goals.

Experience and Training Requirements

Experience:

Four years experience in any of the following areas: economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, financial analysis, land planning, or a field related to the essential functions, including two years project management experience.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

CITY OF LAS VEGAS

**Economic Development Officer Specialist/Senior Economic Development Officer Specialist
(continued)**

Possession and maintenance of one or more of the following certifications on the date of application is desirable:

- Certified Economic Developer (CED or CEcD) from the International Economic Development Council;
 - Economic Development Finance Professional from the National Development Council;
 - Certified Planner from the American Institute of Certified Planners;
 - Development Finance Certified Professional from the Council of Development Finance Agencies; or
 - Real Estate Development Certificate or the Real Estate Development Finance Certificate from the Urban Land Institute.
- ~~Registered Architect from the American Institute of Architects;~~
~~Registered Landscape Architect from the American Society of Landscape Architects.~~

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; travel from site to site; exposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.~~

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing; and
- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and
- Demonstrating intellectual capabilities.

ARBSEGAL

REV 1/30/097/5/10 (formerly Economic Development Officer, Sr Economic Development Officer)

FLSA & City: nonexempt

CSB 2/11/09

Segal 07/15/10

REAL ESTATE SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

DEFINITION

~~To m~~Manages and oversees the acquisition and disposition of properties owned by the city and the Redevelopment Agency (RDA) within Las Vegas redevelopment areas and city developed business parks; ~~to~~ assists business owners, prospective buyers and tenants to secure commercial, office and retail space; ~~to~~ manages and oversees real properties and maintain associated reporting systems; and ~~to~~ performs a variety of public relations and administrative tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~the Redevelopment Manager~~ and higher level management staff.

May act as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. Exercises functional and technical supervision over the Real Estate section staff, and other Office of Business Development staff involved in real estate transactions.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following.

Essential Functions:

1. Manages, negotiates and oversees the acquisition and disposition of real properties owned by the city and the Redevelopment Agency (RDA) within Las Vegas redevelopment areas; coordinates acquisitions and dispositions with the internal Real Estate Coordination Team and other departments with related real estate responsibilities; works with title companies and outside vendors as needed.
2. Direct the research of properties for acquisition and disposition, with a focus on estimated values and the highest and best use to further redevelopment efforts; aAssists the Redevelopment Manager in formulating long-term redevelopment and real estate strategies and property assessment analysis. ;
3. Develop and recommend real estate policies that affect acquisitions, dispositions and redevelopment strategies. Recommends and assists in the implementation of section goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

4. Develops and implements a quality retail development program within the RDA area and especially the core districts of downtown; market redevelopment opportunities to potential retail tenants and business owners; coordinates with business owners, prospective buyers and tenants to secure commercial, office and retail space; advises developers on the timing of leasing planned retail space, and the type of retail best suited to the location.

Essential Functions:

5. ~~Manages and oversees real properties owned by the city and the RDA within the redevelopment areas; develops, maintains and oversees adequate monitoring and reporting systems; takes appropriate interdepartmental action, with management approval, to correct inappropriate conditions and situations.~~

5. ~~—~~

6. Oversees financial performance of real estate assets and liabilities of the city and the RDA; recommends real estate assets for disposition to meet financial goals of the city and the RDA.

7. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

6. ~~Serve as a lead, providing functional and technical oversight and training to RDA and Real Estate section staff within the Office of Business Development; assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work results.~~

8. Attends and participates in various interdepartmental and professional group meetings. Stays abreast of current market conditions, new trends, programs and innovations. Maintain current knowledge of the Las Vegas commercial real estate market; Bbrings acquisition opportunities to management's attention.
~~; network and stay active in the commercial real estate market to foster relationships and stay informed about current and planned development.~~

- 8.9. Develops, leads and directs regularly scheduled real estate tours of particular areas of interest in and near the RDA areas and various other industry related events for the commercial real estate brokerage and development communities; markets the activities and intentions of the RDA to the real estate and investment communities through regular public programs and functions; meet and communicate with real estate brokers, developers and property owners to provide information and assistance through the RDA and its programs.

- 9.10. Initiate meetings for common area interest groups assembling properties within the redevelopment areas. Serves as liaison for the section with other city departments, divisions, public and outside agencies. Represents the section in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

~~10.11. Implements Special Improvement Districts and Community Area Vitalization~~Vitalization Projects within the redevelopment areas, in accordance with Nevada Revised Statutes, in coordination with other department and city functions.

~~11. Participate in various interdepartmental meetings related to the various districts within the redevelopment areas.~~

~~12. Attend monthly board meetings of various RDA Districts to coordinate their activities with those of related city programs.~~

~~13. Participate in developing and implementing goals and objectives; implement approved policies and procedures.~~

~~14.12. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Establish schedules, procedures and methods for real estate services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.~~

~~15.13. Participate in the preparation and administration of the section budget; submit budget recommendations. Participates in the preparation and administration of the section budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.~~

Essential Functions:

~~16. Track current market trends and statistics in the local commercial real estate market, including retail, office, industrial, and vacant land; attend market forecast functions to obtain information useful to Business Development staff such as changing trends, new redevelopment tools, land prices and sales, leases and legislative changes directly affecting the city and the RDA.~~

~~17.14. Orders appraisals of RDA and city assets and potential acquisition and disposition properties, in accordance with Nevada Revised Statutes.~~

~~14. Develop and maintain regular RDA real estate filing systems; ensure that original legal documents are maintained in good order; record legal documents as appropriate. Develops a filing system and ensures that original legal documents are maintained in good order; maintains a variety of automated and manual logs, records and files.~~

~~15.~~

~~16. Prepares purchase and sale agreements and leasing and licensing agreements; reviews title reports.~~

~~17. Assists all parties in the site selection process.~~

CITY OF LAS VEGAS
Real Estate Specialist (continued)

18. Monitors and manages the work of outside contractors for accuracy and completeness.

Marginal Functions:

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

1.2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Local commercial real estate market, including leasing.

Local commercial real estate trends.

Processes and procedures for the acquisition and disposition of commercial property and vacant land.

The needs and interests of developers, real estate brokers and business owners.

Local redevelopment programs and their benefits for business.

Principles of commercial real estate.

Methods and techniques of supervision, training and performance evaluation.

Techniques of negotiation.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

Pertinent federal, state and local laws, codes, regulations.

Skills in: Ability to:

Using initiative and independent judgment within established guidelines.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Defining issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.

Negotiating competitively in the Las Vegas commercial real estate market.

Planing, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Ability to:

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Real Estate Specialist (continued)

~~Maintain effective audio-visual discrimination and perception needed for:~~

- ~~————— *Making observations;*~~
- ~~————— *Communicating with others;*~~
- ~~————— *Reading and writing; and*~~
- ~~————— *Operating assigned equipment.*~~

~~Maintain mental capacity which allows the capability of:~~

- ~~————— *Making sound decisions;*~~
- ~~————— *Effective interaction and communication with others; and*~~
- ~~————— *Demonstrating intellectual capabilities.*~~

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

- ~~————— *Sitting for extended periods of time; and*~~
- ~~————— *Operating assigned equipment.*~~

Experience and Training Requirements

Experience:

Five years experience in any, or a combination, of the following areas: redevelopment, economic development, land development, commercial real estate, land planning, regional economic analysis, marketing, business management, or a field related to the essential functions.

Training:

Bachelor's degree from an accredited college or university with a major in business, accounting, marketing, planning, economics, or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

A Nevada Real Estate license is preferred.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and field environments; travel from site to site.

Hazards: Exposure to computer screens; exposure to inclement weather.

Physical Conditions:

CITY OF LAS VEGAS
Real Estate Specialist (*continued*)

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time.~~

ARBSEGAL

NEW 7/25/06 REV 7/19/10

FLSA & City: nonexempt

CSB 8/9/06

Segal 07/19/10

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: January 26, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: H. DAN TARWATER, SECRETARY

**SUBJECT: C. REQUEST TO BE PLACED ON REHIRE LIST: JAMES GODFREY and
JAMIE OSBURN**

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

James Godfrey and Jamie Osburn, employees from August 29, 2006 to July 30, 2010 have requested to be placed on the Rehire List for Deputy City Marshal. Copies of their department director's approval are attached for the board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

James Godfrey and Jamie Osburn meet the criteria for placement on the Rehire List, and it is recommended that the Board approve their request.

Helen Gonzales

From: Benet Murphy
Sent: Friday, December 17, 2010 6:25 AM
To: Graciela F. Manginelli
Cc: Dan Tarwater
Subject: FW:

Please place James Godfrey's request to be added to the rehire list for Deputy City Marshal on the next available Civil Service Board agenda. Chief Coyne recommends approval.

Please advise should you have any questions. Thank you.

From: Karen Coyne
Sent: Wednesday, December 08, 2010 6:04 PM
To: Jim Godfrey
Cc: ccollins@lvppa.com; Benet Murphy
Subject: RE:

James,

It's such a humble honor to have received your email and a true tribute to your colleagues. I have cc'd Benet so we can ensure your request is documented and retained, accordingly, for future purposes. The recently published financial outlook for the City certainly promotes a sense of hope, although I'm cautiously optimistic, given the other looming threats. We are anxiously awaiting our budget target reduction numbers from Finance which will allow us to better plan and prepare for FY12. Also, you may know we have labor negotiations to look forward to early in the new year, the upcoming legislative session kicks off in February and could pose some significant challenges and finally we'll be completing our first year as well as an overall evaluation of warrant service pilot program. Having stated all of that, I'm not certain when nor at what rate we can expect to expand our existing resources. In any event, I greatly appreciate you expressing an interest in future employment opportunities and I will definitely keep you in mind if such opportunities become available.

I do hope you are enjoying your new experience and hope you will continue to challenge and improve yourself so you are well positioned for any opportunity that may come about. If I can be of any assistance, please don't hesitate to reach out. As for meeting with you, I would be delighted to see you. You can stop by anytime, if you don't mind the potential hit and miss, OR you can coordinate something with Benet (229-5295) to meet your schedule.

I wish, for you and yours, a wonderful and safe holiday season!

KC

Karen Coyne
Chief
City of Las Vegas
Department of
Detention & Enforcement
702.229.6177

From: Jim Godfrey [<mailto:vicfangio@yahoo.com>]
Sent: Tuesday, December 07, 2010 11:58 PM

To: Karen Coyne
Cc: ccollins@lvppa.com
Subject:

Chief Coyne,

Since separating from the city in July I've kept up on the financial news of the city, and talked to several Marshals about the state of the unit. I know that since I voluntarily separated I relinquished all re-hire rights. However that being said I humbly request to be put on a re-hire list so that if and when the day comes you get to fill positions I would get to come back to the department and work with the people I grew so accustomed working with for four years. When you have some time, I would appreciate a call to discuss the re-hire list.

Feel free to call me anytime at; 702-353-0966.

Thank you for your time
Jim Godfrey

Helen Gonzales

From: Benet Murphy
Sent: Friday, December 17, 2010 7:03 AM
To: Graciela F. Manginelli
Cc: Dan Tarwater, Karen Coyne
Subject: FW: Letter from Jamie Osburn

Please place Jamie Osburn's request to be added to the rehire list for Deputy City Marshal on the next available Civil Service Board agenda. Chief Coyne recommends approval.

Please advise should you have any questions. Thank you.

From: Karen Coyne [<mailto:kcoyne@LasVegasNevada.GOV>]
Sent: Monday, December 13, 2010 9:21 PM
To: Benet Murphy
Subject: FW: Letter from Jamie Osburn

From: LilOzzie73@aol.com[SMTP:LILOZZIE73@AOL.COM]
Sent: Monday, December 13, 2010 9:20.16 PM
To: Karen Coyne
Cc: ccollins@lvppa.com
Subject: Letter from Jamie Osburn
Auto forwarded by a Rule

Chief Coyne,

I know you have received a couple of these requests and I too am throwing my hat out there. I have been keeping up on the financial news and the status of the budget issues with the city. I have also talked with several Marshals about the budget issues. I am well aware of the budget is not where everyone would like it to be, but I feel the future of the Marshal's unit will be stable.

I understand my re-hire rights were relinquished when I voluntarily separated back in July. I am humbly requesting to be placed on a re-hire list in case any positions ever come open and need to be filled in the future. I would like to come back and work with the people I have had a chance to grow accustomed to for four years.

When you have some time, I would appreciate a call or even an email to discuss the re-hire list. I know you are busy and have many things going on throughout the day.

Feel free to call me anytime at; 702-277-2096.

Thank you for your time
Jamie Osburn

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date: JANUARY 26, 2011

Signature

Organization

Glenna Kouns
Jan L. Cypus

CLV - H.R
LVFR

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: January 12, 2011

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: December 22, 2010
- IV. BUSINESS
 - A. EXTENSION OF ELIGIBLE LISTS
 - 1. Fire Captain – Promotional
 - 2. Judicial Enforcement Officer I
 - 3. Public Works Maintenance Field Supervisor
 - B. CLASSIFICATION SPECIFICATIONS
 - 1. Economic Development Specialist/Senior Economic Development Specialist (X) – Revised
 - 2. Real Estate Specialist – Revised
 - C. REQUEST TO BE PLACED ON REHIRE LIST
 - 1. James Godfrey
- V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED
 - 1. Introduction of Vince Zamora
- VI. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS

State of NV, Grant Sawyer Building, 555 East Washington Avenue

Senior Citizen Center, 450 East Bonanza Road

Clark County Government Center, 500 South Grand Central Parkway

Bulletin Board, City Hall Plaza (Next door to Metro Records)

City Hall Plaza, Special Outside Posting Bulletin Board

City Hall 2nd Floor, Human Resources Posting Bulletin Board

