



**GARDNERVILLE TOWN BOARD
SPECIAL
Meeting Agenda**

Linda Slater, Chair
Lloyd Higuera, Vice Chair
Ken Miller, Board Member
Mary Wenner, Board Member
Mike Henningsen, Board Member

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p): 775-782-7134 (f): 775-782-7135
<https://www.townofgardnerville.com>

Contact: Carol Louthan, Administrative Services Manager for any questions or additional information. You may also view the board packet online at the town's website.

Monday, April 29, 2019

1:00 p.m.

**Location: Gardnerville Station, 1395 Hwy 395 N
Gardnerville, Nevada 89410**

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda were posted on April 24, 2019 on or before the third day prior to the meeting date, by Marie Nicholson, Office Specialist. Signed: M Nicholson and Carol Louthan, Administrative Services Manager Signed

Carol Louthan in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 7:52 A.M.

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 7:45 A.M.

Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at 7:54 A.M.

Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at 8:10 A.M. and on the Internet at <https://www.townofgardnerville.com/>

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice: *"Any invocation offered before the official start of the Board meeting shall be a voluntary offering of a private citizen. Attendance and participation in any invocation is not required. The views expressed are not necessarily views of the Board, have not been previously reviewed or approved, and shall not impact the business of the Board."*

1:00 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE – Mary Wenner

PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

(As a courtesy to all applicants, please place cell phones on airplane mode or turn them off.)

1. **For Possible Action:** Presentation from Douglas County Human Resources and discussion on the questions, process and procedure for interviews at this afternoon's special meeting, including job requirements for town manager; with public comment prior to board action. (approx. 3-5 minutes)
2. **Not for Possible Action:** Interviews of applicants for Gardnerville Town Manager in the order specified; the times for commencement of candidate interviews are subject to adjustment and applicants have been asked to arrive at the administrative offices 30 minutes prior to the scheduled time of their interview set out below; with public comment at the end of interviews. (approx. 5 hours)

1:00 – Lisa Granahan
2:00 – Greg Severance
3:00 – Jenni Cartwright
4:00 – Glen Martel
5:00 – Erik Nilssen

3. **For Possible Action:** Discussion and possible action on the next steps in the selection of Town Manager, including selection of Town Manager from the applicants interviewed at this afternoon's special meeting, and/or the process for extension of conditional offer(s) of employment from the applicants interviewed at this afternoon's special meeting for Town Manager, and/or further interviews and methods for consideration of applicants in the selection process; with public comment prior to Board action. (approx. 30 minutes)

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

Adjourn

Next monthly board meeting May 7, 2019

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Presentation from Douglas County Human Resources, on job requirements and appropriate questioning. Discussion on town manager applicants and recruitment process, including: conducting interviews, possible selection of one or more applicants for further consideration or extension of a conditional offer to one candidate, and determination on the next steps in the selection process, as appropriate; with public comment prior to Board action.
2. **Recommended Motion:** Dependent on board discussion.
Funds Available: ☐ Yes ☐ N/A
3. **Department:** Administration
4. **Prepared by:** Carol Louthan
5. **Meeting Date:** April 29, 2019
6. **Agenda:** ☐ Consent ☒ Administrative

Background Information: After phone interviews were conducted appointed Board members, Mary Wenner and Ken Miller in conjunction with Douglas County Human Resources selected five candidates to move forward to the panel interviews. Each candidate will have approximately 45 minutes to answer 9 questions and conduct a presentation to the Board. Candidates will be evaluated by the Board based on the responses, experience, knowledge, skill and ability to meet the needs and interests of the Town of Gardnerville.

The candidates to be interviewed are:

Lisa Granahan
Greg Severance
Jenni Cartwright
Glen Martel
Erik Nilssen

At the conclusion of the interviews the Board will further discuss the candidates and determine if selection of one or more of the Town Manager applicants for further consideration is appropriate. The outcome of the next steps in the recruitment process is dependent on the number of applicants selected by the Board for further consideration. Options for the next steps in the recruitment process include, but are not limited to: further interviews, additional meetings, or a conditional offer based on passing background checks and successful contract negotiations.

Attachments include:

1. Interview schedule
2. Selection Criteria
3. Job Description
4. Town manager interviewee applications

7. **Other Agency Review of Action:** ☐ Douglas County

☒ N/A

8. **Board Action:**

☐ Approved

☐ Approved with Modifications

☐ Denied

☐ Continued

GARDNERVILLE TOWN MANAGER INTERVIEW PANEL SCHEDULE
MONDAY, APRIL 29, 2019

Time	Candidates
1:00 pm	Lisa Granahan
2:00 pm	Greg Severance
3:00 pm	Jenni Cartwright
4:00 pm	Glen Martel
5:00 pm	Erik Nilssen

Gardnerville Town Manager Recruitment



April 29, 2019

Candidate Selection

- Meet minimum requirements as outlined by the job description
- Consider factors relevant to the ability to successfully perform the essential functions of the job
- Consistent factors across all applicants

Qualifications

- Bachelor's degree in public administration, engineering, or a closely related field
- Five (5) years of professional level analytical or management support experience
- Equivalent combination of experience and education

Prohibited Topics

- | | |
|--|------------------------------|
| ▶ Marital/familial status | ▶ Health and disability |
| ▶ Children | ▶ Political affiliation |
| ▶ National origin, ethnicity, race, ancestry, or color | ▶ Sexual orientation |
| ▶ Religion | ▶ Gender identity/expression |
| ▶ Arrest record | ▶ Genetic information |
| ▶ Criminal conviction | ▶ Military service |
| ▶ Home ownership | ▶ Credit references |
| ▶ Wage garnishment | ▶ Maiden name |
| ▶ Height and weight | ▶ Salary history |
| ▶ Age | |



JOB DESCRIPTION

JOB TITLE:	Town Manager	FLSA:	Exempt
DEPARTMENT:	(Gardnerville/Minden)	JOB CODE:	2120
REPORTS TO:	Town Board	DATE:	7/1/2015
		PAY GRADE:	D1

The salary range for this position is a grade D1

39.93	49.92	59.90	\$83,054.40	\$103,833.60	\$124,592.00
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POSITION SUMMARY:

Responsible for planning, organizing and directing administrative support and citizen response programs and activities in the community; coordinates activities with the Town Board and the County.

ESSENTIAL FUNCTIONS:

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Develops, reviews and prepares agenda action sheets, staff reports, and related correspondence for the Town Board and related meetings; provides required training for Board members.
- Performs, oversees and/or reviews engineering and construction management for Town projects.
- Develops, negotiates and manages contracts for services and goods.
- Provides staff assistance to the Town Board and its standing committees; provides a direct communication link among Town government, citizens of the town and other local, state and federal agencies and organizations.
- Conducts town meetings, makes presentations, and performs other public relations activity.
- Assists in the planning, development and implementation of strategic goals, objectives, policies, procedures and work standards for the Town Manager's Office; coordinates among a number of interest groups, citizens, and agencies to meet the needs in the areas of public services, capital improvement projects and facilities and to promote the continued viability and future development of the Town.
- Responsible for managing all fiscal and budgeting activities for the Town; approves all purchases and contracts.
- Serves as liaison and coordinator with County regarding services, issues and projects.
- Conducts analysis; disseminates up-to-date information to citizens, visitors, agencies and businesses via letters, e-mails, social media, public meetings, reports and the government access TV channel.



JOB DESCRIPTION

- Prepares and/or reviews a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.



JOB DESCRIPTION

TOWN MANAGER

ESSENTIAL FUNCTIONS: (continued)

- Oversees and/or conducts specified long- and short-term projects; represents the Town in meetings with County departments and agencies.
- Responds to emergency situations requiring town representation and or intervention.
- Communicates with town board, staff, members of the public, and other outside entities.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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.

Education and Experience:

Bachelor's degree in public administration, engineering, or a closely related field; AND five (5) years of professional level analytical or management support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public administration.
- Principles and practices of project planning, development and evaluation.
- Principles and practices of budget development and administration.
- Computer applications related to the work.
- Records management principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Applicable laws, codes and regulations.
- Techniques for representing the Town in meetings and negotiations with a wide variety of individuals and groups.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.



JOB DESCRIPTION

TOWN MANAGER

Required Knowledge and Skills: (continued)

- Directing the maintenance of accurate records and files.
- Overseeing and managing financial and budgetary activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws and regulations.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Making effective oral presentations to large and small groups.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Current Driver's License.
- May require Nevada Professional Engineer (PE) license.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.



JOB DESCRIPTION

TOWN MANAGER

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon successful completion of background/screening.
3. Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

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:** _____

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)

P O BOX 218
Minden, Nevada 89423
(775) 782-9860

<http://www.douglascountynv.gov>

Granahan, Lisa I
18/19-00128 GARDNERVILLE TOWN MANAGER

Received: 3/9/19 4:24 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

GARDNERVILLE TOWN MANAGER

EXAM ID#:

18/19-00128

NAME: (Last, First, Middle)

Granahan, Lisa I

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State, Zip Code)

_____, Minden, Nevada 89423

EMAIL ADDRESS:

HOME PHONE:

ALTERNATE PHONE:

NOTIFICATION PREFERENCE:

Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

\$49.51 per hour

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, Evening, Night, Weekends

OBJECTIVE:

A solution-driven management professional with an extensive background in local government and organizational leadership, building and developing collaborative work teams to achieve economic growth, seeking promotion to local government administrator position.

EDUCATION

DATES:

From: 1/1997 To: 12/2000

SCHOOL NAME:

San Diego State University

LOCATION: (City, State)

Calexico, California

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Public Administration

UNITS COMPLETED:

DATES:

From: 1/1994 To: 5/2000

SCHOOL NAME:

Imperial Valley College

LOCATION: (City, State)

Imperial, California

DID YOU GRADUATE?

☐ Yes ☒ No

DEGREE RECEIVED:

No Degree

MAJOR:

Public Administration

UNITS COMPLETED:

31 - Semester

DATES:

From: 8/1980 To: 5/1982

SCHOOL NAME:

Pitzer College

LOCATION: (City, State)

Claremont, California

DID YOU GRADUATE?

☐ Yes ☒ No

DEGREE RECEIVED:

No Degree

MAJOR:

Political Science

UNITS COMPLETED:

64 - Semester

WORK EXPERIENCE

DATES:

From: 7/2010 To: Present

EMPLOYER:

Douglas County

POSITION TITLE:

Economic Vitality Manager

ADDRESS: (Street, City, State, Zip Code)

P.O. Box 218, Minden, Nevada, 89423

COMPANY URL:

www.douglascountynv.gov

PHONE NUMBER:

775.782.9821

SUPERVISOR:

Patrick Cates - County Manager

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

0

DUTIES:

- *Implements the County's Economic Development Plan including managing eight special project work groups and projects to strengthen the community and spur economic development.
- *Manages all elements of the Champion and team participation in the Economic Vitality Program.
- *Develops, fosters and maintains public, private and not-for-profit relationships.
- *Coordinates activities and works with other County departments and Towns to implement programs and projects.
- *Manages the development and implementation of the Strategic Plan for Economic Vitality Program.
- *Identifies and modifies policies and procedures that promote business climate.
- *Communicates plan progress to public and private sector partners.
- *Makes presentations to the County Board of Commissioners, businesses and community groups.
- *Identifies, applies for and manages grant funding opportunities.
- *Administer pass-through funds.
- *Manages consultants and contracts.
- *Leverages private funds and other resources.
- *Develops and administers program budget.
- *Represents the County on boards and committees with partner organizations.

REASON FOR LEAVING:

Still in position

DATES:

From: 5/2004 To: 7/2010

EMPLOYER:

Douglas County

POSITION TITLE:

Assistant to the County Manager

ADDRESS: (Street, City, State, Zip Code)

P.O. Box 218, Minden, Nevada, 89423

COMPANY URL:

DouglasCountyNv.gov

PHONE NUMBER:

775.782.6268

SUPERVISOR:

T. Michael Brown - County Manager

MAY WE CONTACT THIS EMPLOYER?☒ Yes ☐ No**HOURS PER WEEK:**

40

OF EMPLOYEES SUPERVISED:**DUTIES:**

Diverse duties and responsibilities included:

- *strategic planning, utility franchise oversight, facility acquisition, special projects and resource preservation through grant funding.
- *Temporary oversight and management (10 months) of GIS and IT Divisions (14 employees, \$1.1 million budget) while the department was being reorganized. With the elimination of a department director position, I managed the GIS and IT Divisions and developed the future reporting structure of the divisions.

REASON FOR LEAVING:

One of my projects was to assist in the evaluation and implementation of an Economic Vitality Program. I assumed the new position once it was created.

DATES:

From: 12/2006 To: 1/2008

EMPLOYER:

Town of Genoa

POSITION TITLE:

Interim Town Manager

ADDRESS: (Street, City, State, Zip Code)

PO Box 14, Genoa, Nevada, 89411

COMPANY URL:

GenoaNevada.org

PHONE NUMBER:

775.782.8696

SUPERVISOR:

Dave Whitgob - Town Chairman of the Board

MAY WE CONTACT THIS EMPLOYER?☒ Yes ☐ No**HOURS PER WEEK:**

30

OF EMPLOYEES SUPERVISED:

4

DUTIES:

- *Manage all aspects of the Town and serve the 5-member elected Town Board through a contract with Douglas County while concurrently performing the duties of my county position.
- *Supervise the Town's staff of four employees and manage the army of more than 100+ dedicated volunteers for the annual Candy Dance event.
- *Develop and manage the Town's budget.
- *Develop and implement formal policies and procedures to ensure consistency with current practices and compliance with law.
- *Develop, review and prepare agenda action sheets, staff reports and related correspondence for Town Board.
- *Conduct town meetings and makes presentations.
- *Develop and implement the Town's Strategic Plan.
- *Ensure proper functioning and maintenance of the Town's infrastructure including several buildings, roads, drainage infrastructure and a Town park.
- *Liaison with other Towns and the County.

REASON FOR LEAVING:

Fulfilled commitment under the Interlocal Agreement to provide training to assist the Board with effective governance, implement policies and procedures, address facility and infrastructure issues and hire a new Town Manager. Served in the role again Aug. - Nov. 2013 to manage the Town and recruit another Town Manager.

DATES:

From: 9/2003 To: 4/2004

EMPLOYER:

City of El Centro

POSITION TITLE:

Public Works Analyst

ADDRESS: (Street, City, State, Zip Code)

1275 Main Street, El Centro, California, 92243

COMPANY URL:**PHONE NUMBER:**

760.337.4548

SUPERVISOR:

Steve Hogan - Public Works Director

MAY WE CONTACT THIS EMPLOYER?☒ Yes ☐ No**HOURS PER WEEK:**

40

OF EMPLOYEES SUPERVISED:

0

DUTIES:

- *Project manager for several transportation grants and projects.
- *Develop and administer budget for the city's share of Local Transportation Authority funding.
- *Prepare and present City Council Agenda reports.

REASON FOR LEAVING:

Take job in Douglas County.

DATES: From: 1/2001 To: 9/2003		EMPLOYER: City of El Centro	POSITION TITLE: Grants Manager
ADDRESS: (Street, City, State, Zip Code) 1275 Main Street, El Centro, California, 92243		COMPANY URL: CityofElCentro.org	
PHONE NUMBER: 760.337.4548	SUPERVISOR: Abdel Salem - City Manager		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0		
DUTIES: *Reported to both the City Manager and Finance Director. Manage grant activities to ensure compliance with state and federal grant regulations. *Work with departments to monitor 23 awarded grants and loans totaling \$14.5 million and acted as a resource for grant submittals. *Develop grant management policies and procedures to ensure consistent practices across departments. *Secure and administer low-interest loan from the California Infrastructure & Economic Development Bank for water and sewer line projects. *Develop a database to track and monitor grants.			
REASON FOR LEAVING: 20 positions eliminated due to budgetary constraints. Transferred to Public Works Analyst			

CERTIFICATES AND LICENSES	
TYPE: Certificate in the Management of Federal Grants	
LICENSE NUMBER:	ISSUING AGENCY: Management Concepts, Inc.

Skills
OFFICE SKILLS: Typing:60 Data Entry:0
OTHER SKILLS: MS Office Word, PowerPoint & Excel - Intermediate - 20 years and 0 months
LANGUAGE(S): English - <input checked="" type="checkbox"/> Speak <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write

ADDITIONAL INFORMATION
Professional Associations International City/County Management Association Professional Associations Local Government Managers Association of the Nevada Professional Associations International Economic Development Council

REFERENCES		
REFERENCE TYPE: Professional	NAME: Renea Louie	POSITION: Executive Director, Business Council of Douglas County
ADDRESS: (Street, City, State, Zip Code) PO Box 2886, Minden, Nevada 89423		PHONE NUMBER: [REDACTED]
EMAIL ADDRESS: [REDACTED]		
REFERENCE TYPE: Professional	NAME: Brian Williams	POSITION: Former Board Member, Town of Genoa
ADDRESS: (Street, City, State, Zip Code) Genoa, Nevada 89411		PHONE NUMBER: [REDACTED]
EMAIL ADDRESS: [REDACTED]		
REFERENCE TYPE: Professional	NAME: Dave Whitgob	POSITION: Former Chairman, Town Of Genoa
ADDRESS: (Street, City, State, Zip Code) PO Box 1058, Genoa, Nevada 89411		PHONE NUMBER: [REDACTED]
EMAIL ADDRESS: [REDACTED]		
REFERENCE TYPE: Professional	NAME: Bill Chernock	POSITION: Executive Director Carson Valley Chamber of Commerce
ADDRESS: (Street, City, State, Zip Code) 1477 Hwy. 395 N., Suite A, Gardnerville, Nevada 89410		PHONE NUMBER: [REDACTED]
EMAIL ADDRESS: [REDACTED]		

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
Yes
2. **Are you related to a current or former employee of Douglas County?**
No
3. **If yes, please list name(s), and departments where employed:**
4. **Have you ever been discharged or terminated from any place of employment?**
No
5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No
6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**
7. **How were you referred?**
Other

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions**1. What is your highest level of completed education?**

Bachelor Degree

2. If you selected a degree is it in any of the following majors?

Public Administration

3. How many years of professional level analytical or management support experience do you possess?

9 or more years

4. How many years of supervisory experience do you possess?

3 - 4 years

5. How many years of experience do you possess developing budgets?

5 years or more

6. Describe your budget experience and how large the budgets were that you worked with?

My most relevant budget experience related to this position is from when I managed the budget for the Town of Genoa while twice serving as Interim Town Manager. That included reviewing revenue forecasts, workshops with the Town Board to develop and approve the budget, monthly reporting of expenditures at Board Meetings, regular monitoring of expenses and reviewing claims for Board Member signatures. Genoa has three funds: General Administration, Ad Valorem Capital Projects Fund and a Construction Reserve Fund, approximately \$500,000 in total.

Additional budget experience includes:

- Eight years management the Douglas County Economic Vitality Program Budget - \$225,000
- 10 months oversight of the Douglas County Technology Services (GIS & IT Divisions) budget - \$1.1 million
- 7 months development and management of the City of El Centro, CA, Local Transportation Authority Fund - \$1.5 million

7. How many years of experience do you possess writing and submitting Grants?

5 or more years

8. Please list the projects you wrote successful grants for and you managed them through completion.

While working for Douglas County I wrote and implemented three successful grant applications for the acquisition of open space, river access or parkland. All were funded through the Question 1 Program of the State of Nevada, Division of State Lands. They include:

1. 35-acre Seeman Ranch property acquisition for \$1.4 million. It provides for open space and an essential link for the planned Martin Slough Trail.
2. 5.42-acre Willowbend Park River land acquisition for \$766,475. It provides for open space, flood plain preservation and future public access.
3. 7.34-acre Rocky Bend Park land acquisition for \$266,250. It provides open space and future public access.

In addition to experience in writing grants, I have a certification in Grants Management through Management Concepts and was a Grant Manager for the City of El Centro, California.

9. How many years of event management experience do you possess?

1 - 2 years

10. Briefly describe your experience with event management.

Twice while serving as Interim Town Manager in Genoa (2007 & 2013) I was responsible for the successful implementation of the Annual Candy Dance Arts & Craft Faire. The event attracts upwards of 20,000 people to the town during the last weekend in September and utilizes 100 plus dedicated volunteers to make the event successful. Since I was also serving concurrently in another position for the County, contract event coordination services were utilized to plan and implement the event. I managed the contract which entailed regularly communicating and working with the event coordinator on timelines, publicity, volunteer management, troubleshooting issues, public safety and logistics planning, event budget status, vendor contracts, local business coordination and Board updates. I was on site the day prior and the two days during the event to assist with issues, troubleshooting, media interviews, and logistics.

While I managed the Town in 2007, there were seven other events and four summer concerts. These events were included in the events services contract and relied heavily on volunteer participation. I stayed informed of event plans and budgets. I attended most of these events ensuring they went as planned and was available to troubleshoot issues and assist with logistics as needed.

11. Briefly describe your experience with any data base software or work order programs that you have used in your past jobs, related to work orders, or GIS data, demographic data and collection, or personnel evaluations, etc.?

I currently assist with oversight of Douglas County's Internet-based Strategic Planning Management software (On Strategy) to track implementation progress against adopted strategic planning goals (10 users, 31 initiatives and 73 action items). While serving as Interim Town Manager in Genoa I used the County's personnel evaluation tool.

12. How many years of experience do you possess reporting to a Board?

5 years or more

13. Are you willing to work nights and weekends?

Yes

14. In addition to completing the application, did you attach a Cover Letter that describes why you are interested and what makes you qualified for the Town Manager position with the Town of Gardnerville?

Yes

15. Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?

Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by Lisa I Granahan on 3/9/19 4:24 PM

Signature_____

Date_____

Lisa Granahan

March 9, 2019

Linda Slater, Chairperson
Town of Gardnerville
1407 Hwy. 395 N.
Gardnerville, NV 89410

Dear Chairperson Slater,

I am pleased and excited to submit my application for the position of Gardnerville Town Manager. Gardnerville is a wonderful town with attributes highly regarded by residents, businesses and visitors alike. That high regard did not happen by chance. It is obvious years of careful planning and stewardship by the Town Board are at core of what makes Gardnerville so attractive to so many. I am passionate about "creating community" and want to be your next Town Manager to continue the momentum of achieving your vision.

Being a local government manager is a career goal for me. I want to be your Town Manager because of the town's solid reputation. The Town is known for its consistent leadership and a strong sense of community. It is a good place to raise a family and to run a business. The town's strong emphasis on attracting and retaining business is apparent in its commitment to the Main Street Gardnerville Program, now in its tenth year. Being part of the Gardnerville community and implementing the Town's plans for the future is enticing to me.

I believe my 30 years of local government experience, both in municipal and county government, makes me well qualified for the job. My strength areas are in economic development, grants management and strategic planning. In my current position as Economic Vitality Manager for Douglas County, I work closely with all the towns in the Carson Valley to carry out projects with economic, social and cultural benefit. I partner with business organizations to develop a positive business climate and coordinate the work of public/private/non-profit teams to carry out projects.

Leveraging funds is key to making most projects a reality. I have a background in grants management with skills, not only in writing and implementing grants, but working with partner organizations to leverage funds for mutual goals. My background in strategic planning will help keep the focus on top initiatives and actions each year to achieve the Town's priorities. In addition to these strength areas, I have experience working directly for an elected town board while twice serving as Interim Town Manager for Genoa, Nevada.

I look forward to the interview process and the opportunity to share more information about my knowledge, experience and abilities as they relate to the job.

Sincerely,

Lisa Granahan

Lisa Granahan

Minden, NV 89423

SUMMARY

Management professional with extensive background in county and municipal government. Proven results as a solution-driven leader who brings together the right resources at the right time for optimum results, while also elevating existing resources to their fullest potential. Experience includes economic development, organizational leadership, strategic planning, grants management, intergovernmental relations, and project administration.

PROFESSIONAL EXPERIENCE

Economic Vitality Manager

July 2010 - Present

Douglas County, NV

As Assistant to the County Manager, I worked on the County initiative to study the feasibility of an Economic Vitality role. As work progressed, we realized not only that the program had enormous potential to create economic, social, cultural, and environmental capital, but that we would need a full-time manager. I then assumed the newly created role of Economic Vitality Manager. Program implementation included creation of an Economic Vitality Champions group and the ongoing facilitation work of eight public/private sector project teams to strengthen the community and spur economic development.

Responsibilities include: managing, developing and implementing programs, strategic planning, managing projects, fostering cooperative relationships with public, private and non-profits sectors and the community, and managing all elements of volunteer team participation (30 plus volunteers) and \$250,000 budget.

Key Accomplishments

- Managed the Genoa Destination Project implementing \$1.6 million in Main Street improvements for the Town of Genoa resulting in a 38% increase in the numbers of businesses within a year.
- Assisted with ongoing implementation of the Valley Vision and South Shore Vision Plans, leading to more than \$750 million in private sector investment and furthering the county's progress toward its strategic priorities and vision.
- Worked with regional entities (University of Nevada, Reno, Northern Nevada Development Authority, and Western Nevada Development District) researching and analyzing opportunities in the local advanced manufacturing sector and developing targeted outreach resulting in 11% growth for the sector in Douglas County in seven years.
- Managed the update of the Economic Vitality Strategic Plan in 2014 and 2017, including developing new projects and work teams; creating the roadmap for the next three years of program work.

- Managed the update of the Douglas County FY18-22 Strategic Plan; led the implementation of the plan utilizing an online performance management system.
- Serve and represent the County on:
 - Tahoe Prosperity Center Executive Board implementing the Lake Tahoe Basin Prosperity Plan,
 - Western Nevada District Executive Board leveraging federal grant funding for the 9-county region,
 - Northern Nevada Development Authority marketing, attracting and growing target industries in the 4-county region.
 - The Social Services Tripartite Community Services Block Grant Board providing advice on social services programs.
 - Volunteer for the Western Nevada College Foundation Board acting as a link between business and the college.

Interim Town Manager

August – November 2013;

December 2006 – January 2008

Town of Genoa, NV

The Town had experienced a high turnover rate in the Town Manager role and requested help establishing good management and infrastructure practices, as well as guidance in developing their mission and vision for revitalization of the historic downtown. As Interim Manager, I served the five-member elected Town Board through a contract with Douglas County while concurrently performing the duties of my county position.

I managed the Town's staff of four employees and the army of more than 100+ dedicated volunteers for the annual Candy Dance event. Other responsibilities included: guiding and developing policy, evaluating programs, board relations, developing and monitoring the \$500,000 budget, operating and maintaining town infrastructure, and strategic planning.

Key Accomplishments

- Educated Board Members through a series of workshops building a culture of effective governance resulting in productive board meetings, solution-based communications with residents, and recruiting of new Town Managers.
- Revised and implemented Town policies and procedures to ensure consistency with current practices and compliance with law.
- Expedited the Town's budget development process by improving the content and providing the Board with the right data at the right time to set budget priorities.
- Developed the Town's first strategic plan resulting in a focus on historic preservation as the draw for tourism and a more viable business environment.

Assistant to the County Manager*May 2004 – July 2010**Douglas County, NV*

Diverse responsibilities included strategic planning, utility franchise oversight, facility acquisition, special projects and resource preservation through grant funding. Temporary oversight of GIS and IT Divisions (14 employees, \$1.1 million budget) while the department was being reorganized. With the elimination of a department director position, I managed the GIS and IT Divisions and developed the future reporting structure for the divisions.

Key Accomplishments

- Managed an employee-driven process to select a new health insurance provider resulting in a seven percent cost saving.
- Managed the County's Open Space grants resulting in the acquisition of three river access areas primarily with State funds.
- Managed the County's Franchise Agreements for electricity, gas, trash and cable; led negotiations resulting in a long-term renewed electricity franchise.
- Managed the public process to develop a comprehensive federal lands bill with the goals of identifying funding for conservation easements and preservation of open space.

Public Works Analyst*September 2003 – April 2004**City of El Centro, CA*

With a population of about 50,000 people, El Centro is a full-service city located in southeastern California. At the time, the City was experiencing strong residential and commercial growth. Reporting to the Public Works Director, I managed transportation projects and funds.

Key Accomplishment

- Developed and administered budget for the City's share of Local Transportation Authority funding of approximately \$1.5 million.

Grants Manager*January 2001 – September 2003**City of El Centro, CA*

Reported to both the City Manager and Finance Director, I managed grant activities to ensure compliance with state and federal grant regulations. I worked with departments

to monitor 23 awarded grants and loans totaling \$14.5 million and acted as a resource for grant submittals.

Key Accomplishments

- Developed grant management policies and procedures resulting in consistent practices across departments.
- Secured a low-interest \$5.8 million loan from the California Infrastructure & Economic Development Bank for water and sewer line projects.
- Developed a database to track and monitor grants.

EDUCATION

Bachelor of Arts, Public Administration, 2000
San Diego State University, Calexico, CA

ICMA Emerging Leaders Development Program, 2009

Certificate in Human Resources Essential Management Skills, 2007
POOL/PACT Human Resources

Certificate in the Management of Federal Grants, 2003
Management Concepts, Inc.

PROFESSIONAL AFFILIATIONS

- International City/County Management Association
- Local Government Managers Association of the Nevada
- International Economic Development Council

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)

P O BOX 218
Minden, Nevada 89423
(775) 782-9860

<http://www.douglascountynv.gov>

Severance, Greg M
18/19-00128 GARDNERVILLE TOWN MANAGER

Received: 3/3/19 2:36 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

GARDNERVILLE TOWN MANAGER

EXAM ID#:

18/19-00128

NAME: (Last, First, Middle)

Severance, Greg M

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State, Zip Code)

Carson City, Nevada 89701

EMAIL ADDRESS:

HOME PHONE:

ALTERNATE PHONE:

NOTIFICATION PREFERENCE:

Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

\$50.00 per hour

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, Night, Weekends

OBJECTIVE:

To offer the Town Board and the citizens of Gardnerville my skills and abilities including budget preparation and oversight, project construction management, contract negotiations, grant writing/administration, cost-effective scheduling/prioritization of work assignments, training staff/Board members, developing and implementing Board directed strategic goals, and public policy that will greatly contribute to the quality of life in the community of Gardnerville.

EDUCATION

DATES:

From: 5/1990 To: 5/1992

SCHOOL NAME:

University of Colorado

LOCATION: (City, State)

Boulder, Colorado

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Public Administration

UNITS COMPLETED:

DATES:

From: 9/1981 To: 12/1985

SCHOOL NAME:

Colorado State University - Pueblo

LOCATION: (City, State)

Pueblo, Colorado

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Business Administration/Speech Communications

UNITS COMPLETED:

WORK EXPERIENCE

DATES:

From: 12/2014 To: 1/2019

EMPLOYER:

Severance Consulting, LLC

POSITION TITLE:

Renewable Energy Project Development Director

ADDRESS: (Street, City, State, Zip Code)

Carson City, Nevada, 89701

COMPANY URL:

PHONE NUMBER:

SUPERVISOR:

Myself - Independent Consultant

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

0

DUTIES:

Under contracts awarded by African independent power producers and US strategic advisor/financing firms, direct all project development activities. Ensure all grant compliances and performance measures are met or exceeded for large utility scale solar PV federal USTDA, USAID and other African agency grant funded projects (\$2.6M total) in South Africa and Ghana.

Duties include:

- Multi-agency project government permitting, comprehensive renewable energy site assessments and stakeholder/public outreach.
- Provide guidance and technical assistance to the sub-consultant tasks of professional engineers, environmental and legal services and sub-consultants performing technical studies including feasibility studies, grid interconnection studies, environmental and social impact assessments, field surveys and cadastral studies, geotechnical, topographical and hydrological studies, interconnection agreements, project finance joint development agreements, power purchase agreements, etc.

- Conduct the competitive bid process (US and international), negotiate contracts and select project development subconsultant teams.
- Prepare and manage project budgets.
- Prepare and submit invoices to grant agencies.
- Project site and transmission line land negotiations and acquisition.

REASON FOR LEAVING:

Presently working in this capacity

DATES: From: 1/2013 To: 8/2014	EMPLOYER: Pueblo County & the Pueblo Area Council of Governments	POSITION TITLE: Director of Transportation
ADDRESS: (Street, City, State, Zip Code) 215 W. Court Street, Pueblo, Colorado, 81003		COMPANY URL:
PHONE NUMBER: [REDACTED]	SUPERVISOR: Buffy McFadyen - County Commissioner	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

Directed all city and county highway/local roadway, multi-modal transportation and transit planning activities. In one year, through successful grants and "fair share" negotiations with the Colorado Department of Transportation (CDOT) and the Federal Highway Administration (FHWA), obtained \$88M in federal, state and private funding for highway, interstate, local road, public transit and bike trails. These projects are either completed or under final stages of construction today. Oversight of the design and construction of multiple highway and other multimodal transportation projects. Administering and managing multiple grants in compliance with the various donor agencies. Wrote and obtained \$300,000 in grant funding from the Federal Transportation Congestion Management & Air Quality (CMAQ) & Colorado Department of Local Affairs (DOLA) for the purchase of 12 electric vehicles and several charging stations which were installed throughout the city. In partnership with a local gas station owner, wrote and received \$500,000 in CMAQ funding to add natural gas fueling pumps and other necessary infrastructure needs and equipment to the private fueling station. This first ever natural gas fueling station in Pueblo is in operation today. Represented both the City and County of Pueblo serving as the Colorado Department of Transportation State Transportation Advisory Committee representative governing all transportation funding and transportation planning. Performed other special projects outside of transportation assigned by the County Commissioners.

REASON FOR LEAVING:

Myself, as assigned, and three councilpersons were pursuing controversial policy changes in economic development, transportation and other issues that were crippling the city. These bold changes in policy were not supported by the local newspaper ownership, which eventually led to my dismissal and the three councilpersons stepping down under recall pressures. We all stood up for what we believed would make the city a better place to live, work and play. Today, the City of Pueblo remains in dire straights. Would welcome an in person discussion. Also, I welcome you to contact my references who have known me personally and professionally throughout my career who also highly supported this brave but risky initiative.

DATES: From: 1/2012 To: 12/2012	EMPLOYER: City of Cripple Creek	POSITION TITLE: Director of Public Works
ADDRESS: (Street, City, State, Zip Code) 101 W. Bennet Ave. , Cripple Creek , Colorado, 80813		COMPANY URL:
PHONE NUMBER: [REDACTED]	SUPERVISOR: Ray White (No longer there) - City Administrator	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 14	

DUTIES:

Directed the operations of the departments of public works, water distribution and public transit. Developed and managed a \$6 million annual budget and supervision of 14 staff members. Represented the City at the state Capitol, CCI, Federal Highway Administration, Federal Transit Administration (FTA), and Colorado Department of Transportation (CDOT). Researched and discovered water rights unknown to the city and managed the construction of two new wells which created an additional 875 acre feet of water supply and new water rights for the city. With the new abundant water supply, negotiated \$550,000 new annual water sales to communities located nearby and outside sources. Obtained \$7M in grants and through negotiations with CDOT to construct road safety improvements, a new roadway entrance to the casino strip, recreation trails and a new federally funded public transit system. Obtained \$1,000,000 in capital and operating funds from CDOT/FTA creating a new state and federally funded fixed and on-demand public transit system. Prior to securing these state and federal transit funds, the city was self-funding their small passenger van service. Obtained a grant (\$250,000) from the FTA for a new trolley. Administered and managed all grants obtained during this one year period. Obtained rebates and other incentives from Black Hills Energy that contributed 50% of the cost of converting all street lights throughout the city to LED. Also converted all public buildings to LED and assisted several private casinos in implementing LED lighting throughout their casinos.

REASON FOR LEAVING:

The second and last minor hiccup in my otherwise accomplished 30 year career. Cripple Creek is a very small gaming town. I was asked to resign by the then (now gone) city administrator, because a lower level member of my road crew was caught stealing. The city administrator wanted me gone because it happened under my watch. I refused and was fired. That was his official reason. I had no prior disciplines. Quite the contrary. The city administrator during the same month had provided me with an outstanding performance appraisal and awarded me with the highest pay increase allowed by city council. I later learned from the mayor and a city councilman that I was terminated because I was drawing a significant amount of attention for bringing millions of dollars into the small community for a number of public works and energy projects. See duties section here. This was one of the most productive years in my career. This small town with long-standing local elected officials and city administrator did not welcome or embrace fast-paced change even though that was exactly what the city administrator tasked me to accomplish. Again here, the mayor is Bruce Brown. He is still mayor after all this time. I worked closely with him, A good guy. His cell number then was [REDACTED]. Feel free to contact him. Lastly, all of the projects I obtained funding for are complete today. See duties section below.

DATES: From: 1/2011 To: 12/2011		EMPLOYER: Matrix Design Group, Inc.	POSITION TITLE: Director of Energy
ADDRESS: (Street, City, State, Zip Code) 2435 Research Parkway, Suite 300, Colorado Springs, Colorado, 80920		COMPANY URL: www.matrixdesigngroup.com	
PHONE NUMBER: [REDACTED]	SUPERVISOR: Eric Smith - Vice President		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0		
DUTIES: Created an energy department and performed commercial and local government energy efficiency studies. Secured rebates and incentives from XCEL and Black Hills Energy for LED conversions in large privately owned buildings. Assisted in the preparation of comprehensive strategic plans for local governments and military bases. Conducted a variety of transportation studies. Business development.			
REASON FOR LEAVING: Corporate reduction in force. I was at this time offered the Public Works Director job in Cripple Creek discussed above.			
DATES: From: 2/1999 To: 1/2011		EMPLOYER: Pueblo County Government	POSITION TITLE: Director of Public Works
ADDRESS: (Street, City, State, Zip Code) 215 West Tenth Street, Pueblo, Colorado, 81001		COMPANY URL: www.co.pueblo.co.us	
PHONE NUMBER: [REDACTED]	SUPERVISOR: Board of County Commissioners - Board of County Commissioners		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 175		
DUTIES: Responsible for a \$30-\$44 million annual budget, directed the divisions of road and bridge, facilities, civil engineering, traffic engineering, fleet, parks & recreation, a public golf course and a major youth sports complex. Managed and supervised all public works day-to-day operations for a staff of 175 team members in seven divisions. Managed all infrastructure construction projects including new buildings, roads and bridges, trails, solar PV projects, storm drainage, parks and recreation, sports complex, public golf course, etc. Successfully negotiated three union contract agreements and personally facilitated all union meetings and addressed all union issues. Personally handled all personnel issues and disciplinary actions. Served as the President of the Runyon Sports Complex for 7 years. Directed the county youth and adult recreation program. Implemented kids first rules and policies, supervised staff and worked closely with recreation participants, parents, and the general public. Served as the chairman of the Pueblo County Risk Management Committee for 5 years. Lobbied federal and state legislative delegations and local public officials at State Capitols and at the federal level in Washington D.C. Extensive experience in media relations. Served Southern Colorado as the Renewable Energy Coordinator working closely with the Governor's Energy Office. Served Pueblo County and the City of Pueblo as the designated CDOT State Transportation Advisory Representative. Naming a few major accomplishments: Implemented over \$4.5 million in energy efficiency facility improvements in 31 county buildings at no cost. Annual energy savings of \$450,000 per year. Rooftop solar PV - Implemented 12 100kW government building/parking lot canopy projects. All financed by energy savings at no cost or liability. Obtained \$23,000,000 in US military Defense Access Road funding from the US Department of Defense to build the alternative access road through an industrial park to the Army chemical weapon storage site. Administered these awarded federal funds to ensure compliance with these national defense funds. Obtained \$1,000,000 in federal stimulus funding to complete the funding necessary to construct a Veterans Bridge across the Historic Arkansas Riverwalk in downtown Pueblo. More than 4,000 veterans, most with their name plaques on the crossing of the bridge, attended the ribbon-cutting. Led Pueblo County in negotiating all SB1041 terms, conditions, and contracts with Colorado Springs Utilities (CSU) for the complex, high-cost and media scrutinized Southern Delivery Water System project. Obtained \$50,000,000 for water quality and flood mitigation through negotiations with CSU.			
REASON FOR LEAVING: Accepted position with private consultant firm Matrix Design			
DATES: From: 2/1998 To: 2/1999		EMPLOYER: City of Pueblo	POSITION TITLE: Traffic Engineer
ADDRESS: (Street, City, State, Zip Code) 350 South Grand Avenue, Pueblo, Colorado, 81003		COMPANY URL: www.pueblo.us	
PHONE NUMBER: [REDACTED]	SUPERVISOR: Dan Centa - Director of Transportation		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 18		
DUTIES: Responsible for all citywide traffic signals, signs, markings, streetlights, underground utilities and subdivisions/developments. Directed all operations and activities of the traffic engineering department. Supervised 25 staff team members. Assisted in the operation the City fixed route transit system.			
REASON FOR LEAVING: Accepted the position of Public Works Director for Pueblo County.			
DATES: From: 8/1994 To: 2/1998		EMPLOYER: Pikes Peak Area Council of Governments	POSITION TITLE: Director of Transportation

ADDRESS: (Street, City, State, Zip Code) 15 South Seventh Street, Colorado Springs, Colorado, 80905		COMPANY URL: www.ppacg.org
PHONE NUMBER: [REDACTED]	SUPERVISOR: Maurice Rahimi - Executive Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 12	
DUTIES: Directed the transportation planning program activities in El Paso county including the City of Colorado Springs (700,000 population). Supervised a professional staff consisting of 15 team members. Quickly re-established professional and trustworthy working relationships with the Pikes Peak Area Council of Governments (PPACG) Board of Directors, local, state and federal transportation agencies, city council and county commissioners, state and federal legislators and the public. Prepared short and long-term strategic transportation plans that justified the need for major transportation improvements. Conducted numerous public meetings. Actively participated and facilitated semi-monthly PPACG Board of Director meetings. Secured hundreds of millions of dollars through grants and negotiations for fair share funding with CDOT for interstate/highway/roadway improvements, transit, pedestrian/bike trails, park-and-ride lots and other transportation related projects for the entire El Paso County region. Served as the CDOT state transportation advisory committee representative for El Paso County and the City of Colorado Springs		
REASON FOR LEAVING: Accepted Traffic Engineer position with the City of Pueblo		
DATES: From: 1/1986 To: 8/1994	EMPLOYER: City of Pueblo	POSITION TITLE: Transportation Planner/Assistant Traffic Engineer
ADDRESS: (Street, City, State, Zip Code) 350 South Grand Avenue, Pueblo, Colorado, 81003		COMPANY URL: www.pueblo.us
PHONE NUMBER: [REDACTED]	SUPERVISOR: Dan Centa - Traffic Engineer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: Lead Transportation Planner for entire Pueblo County region. Obtained millions of dollars for transportation improvements including a new \$56 million interchange. Responsible for all traffic signals, signs, markings, streetlights, underground utilities, and subdivisions/developments.		
REASON FOR LEAVING: Accepted Director of Transportation position with PPACG		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills**OFFICE SKILLS:**
 Typing:50
 Data Entry:0
OTHER SKILLS:**LANGUAGE(S):****ADDITIONAL INFORMATION**

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Dan Centa	POSITION: Former Transportation & Public Works Director - City of Pueblo
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Pueblo, Colorado 81003		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Personal	NAME: Chris Kaufman	POSITION: Former President of City Council, City of Pueblo
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Pueblo, Colorado 81003		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Bill Thiebaut	POSITION: Former District Attorney. Current Transportation Commissioner Colorado Department of Transportation
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Pueblo, Colorado 81003		

EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Buffie McFadyen	POSITION: Former County Commissioner and State Representative, Pueblo Colorado
ADDRESS: (Street, City, State, Zip Code) P.O. Box 1481, Pueblo, Colorado 81008		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Nick Providenti	POSITION: Former Carson City Finance Director
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Carson City, Nevada 89706		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
No
2. **Are you related to a current or former employee of Douglas County?**
No
3. **If yes, please list name(s), and departments where employed:**
4. **Have you ever been discharged or terminated from any place of employment?**
Yes
5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No
6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**
7. **How were you referred?**
Web Site

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions**1. What is your highest level of completed education?**

Master's Degree or Higher

2. If you selected a degree is it in any of the following majors?

Public Administration

3. How many years of professional level analytical or management support experience do you possess?

9 or more years

4. How many years of supervisory experience do you possess?

5 years or more

5. How many years of experience do you possess developing budgets?

5 years or more

6. Describe your budget experience and how large the budgets were that you worked with?

During my long tenure in public administration serving at the director level, I have developed and managed annual public works and transportation department budgets up to \$44 million.

7. How many years of experience do you possess writing and submitting Grants?

5 or more years

8. Please list the projects you wrote successful grants for and you managed them through completion.

Here are a some notable grant projects worthy of mentioning:

- \$23,000,000 in defense access road funding from the US Department of Defense to construct a 20-mile alternative access road through the City of Pueblo's industrial park to the Army chemical weapon storage base.

- \$7,000,000 to construct a new roadway entrance, pedestrian and bike paths, landscaping and other improvements to the Central Business District in the city of Cripple Creek, a gaming city.

- \$1,000,000 in federal highway stimulus funding to complete the funding necessary to design and build a Veterans bridge across the Historic Arkansas Riverwalk in downtown Pueblo. The ribbon-cutting was attended by more than 4,000 veterans, most with their name plaques displayed on the walkway of the bridge.

- \$2,000,000 to add a new youth baseball field and a large concession building at the Runyon youth sports complex.

- Other grant funded projects include: 14 bridges, a recreation center, a natural gas fueling station, electric vehicles, energy efficiency and renewable energy projects, facility and parks improvements, amongst others.

For the past four years, I have heightened my wealth of grant writing/administration experience and knowledge internationally.

Working two years in Africa (2014-16) and today here in Reno (2016-present), the vast majority of my work is obtaining renewable energy project development grants (USTDA, USAID, and African-based grant agencies, \$8,600,000 total) for renewable energy project developers and serving as their project director overseeing the execution of the grant funded renewable energy projects.

9. How many years of event management experience do you possess?

5 or more years

10. Briefly describe your experience with event management.

As the public works director for Pueblo County, I served nine years as the president of the Runyon Field Sports Complex where most youth sports and other community events took place. I also coordinated several parades, speeches, recognitions, and other events held for public officials at the courthouse.

11. Briefly describe your experience with any data base software or work order programs that you have used in your past jobs, related to work orders, or GIS data, demographic data and collection, or personnel evaluations, etc.?

I am highly proficient in all Microsoft products and applications which include, Excel, Word, etc. I created my own work order and tracking forms and procedures. Very proficient in the use of GIS data. Used financial data base software for budget preparation and tracking.

12. How many years of experience do you possess reporting to a Board?

5 years or more

13. Are you willing to work nights and weekends?

Yes

14. In addition to completing the application, did you attach a Cover Letter that describes why you are interested and what makes you qualified for the Town Manager position with the Town of Gardnerville?

Yes

15. Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?

Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to

successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by Greg M Severance on 3/3/19 2:36 PM

Signature _____

Date _____

Greg Severance

Email:

Telephone :

Address :

Carson City, Nevada

SKILLS

- Executive team leadership
- Budgeting
- Contract negotiations
- Work force supervision & human resource skills
- Forecasting & statistics
- Expertise in technical transportation studies
- Project development & management
- Problem solving and persuasive communication skills
- Decision making skills
- Public/media relations
- Accomplished grant writer and project administrator both in the US and internationally
- Process streamlining
- Policy development
- Business development
- Uncompromising ethics and integrity

WORK EXPERIENCE

December 2014 to Present

Severance Consulting, LLC

Private Consultant

Renewable Energy Project Development Director

Nairobi, Africa & Carson City, NV

- Direct all project development activities for several large utility scale solar PV projects in East & West Africa
- Authored and secured \$2.6M in project development grants from USTDA, USAID, African grant agencies and development banks
- Conduct the competitive bid process (US & international), negotiate contracts and select the project development sub-consultant teams
- Manage the contracts and performance of all sub consultants which include professional engineers, environmental, legal/financial services and field technical teams
- Conduct stakeholder and public outreach meetings
- Provide technical assistance and guidance on feasibility, grid interconnection and environmental and social impact studies, interconnection agreements, topographical, geotechnical and hydrological studies, cadastral surveys, project finance joint development agreements, power purchase agreements, among other project development studies
- Prepare and manage project budgets
- Prepare and submit invoices to grant agencies
- Successfully administered multiple grant contracts ensuring compliance with US and international grant agency requirements
- Cultivate professional business relationships with African governmental permitting agencies
- Obtained required project development permits and approvals from a variety of governmental permitting agencies
- Perform project site and transmission line right-of-way land negotiations and acquisitions
- Obtained \$6M grant for environmental, engineering and scientific investigation studies for a 300 mega-watt geothermal project from the Geothermal Risk Management Facility based in Nairobi, Kenya.

January 2013 to August 2014

Pueblo County and the Pueblo Area Council of Governments

Private Consultant leading to Director of Transportation

Pueblo, Colorado

- Guided city and county multi-modal transportation planning activities including the preparation of short and long-range transportation plans and the transportation improvement plan
- Lead advisor for transportation commissioner, state/federal delegation, local governments and other transportation officials
- Oversight of the design and construction of multiple transportation projects
- Obtained \$88M in funding from federal, state and private funding agencies for highway, interstate, local roadways, public transit, and bike trails
- Authored and obtained \$300,000 in grant funding from the Colorado Department of Local Affairs (DOLA) for the purchase of 12 electric vehicles and several charging stations
- Obtained a \$500,000 grant from the FHWA/CDOT Congestion Management & Air Quality Fund to add natural gas fueling pumps, infrastructure and other equipment to a partnering private fueling station owner
- Obtained \$150,000 grant from The Kaiser Permanente Foundation to provide bicycles and exercise equipment for Pueblo's Senior Resource Development Agency
- Served as the Colorado Department of Transportation State Transportation Advisory Committee representative for the city, county and Pueblo Area Council of Governments
- Performed special assignments as assigned

January 2012 to December 2012

City of Cripple Creek

Public Works Director

Cripple Creek, Colorado

- Directed the operations of the departments of public works, water distribution and public transit
- Developed and managed a \$6 million annual budget and supervised 14 staff members
- Represented the City at the state Capitol, Colorado Counties, Inc., Federal Highway Administration, Federal Transit Administration and the Colorado Department of Transportation
- Discovered new water rights and managed the construction of two new wells, creating an additional 875-acre feet of water supply for the city
- Negotiated \$550,000 annually in additional water sales to outside sources
- Obtained \$7M in grants and through negotiations with CDOT to construct road safety improvements, a new roadway entrance to the casino strip and recreation trails
- Obtained \$1,000,000 in capital and operating funds from CDOT/FTA and implemented a new federally funded public on-demand transit system
- Successfully received a \$250,000 grant from CDOT for the purchase of a new city trolley
- Secured rebates and incentives from Black Hills Energy to convert all street lights and city buildings to LED lighting

January 2011 to December 2011

Matrix Design

Director of Energy

Colorado Springs, Colorado

- Created energy department and performed commercial and local government energy efficiency studies
- Secured rebates and incentives from XCEL and Black Hills Energy for LED conversions in large privately-owned buildings
- Prepared pavement management plan
- Conducted transportation studies
- Business Development

January 1999 to November 2010

Pueblo County Government

Director of Public Works

Pueblo, Colorado

- Developed and managed a \$25-\$44 million annual budget
- Directed the operations of the road and bridge, facilities, civil engineering, traffic engineering, fleet, parks and recreation, a public golf course and a major youth sports complex
- Supervised a staff of 175 team members in seven divisions
- Responsible for the oversight and timely completion of all construction projects including buildings, roads and bridges, storm drainage, parks and recreation, a public golf course and other infrastructure projects
- Responsible for the oversight of the Pueblo Area Council of Government multimodal transportation 3C planning process. Lead advisor for transportation commissioner, state/federal delegation, local governments and other transportation officials
- Guided and provided technical assistance for complex transportation planning and engineering studies
- Served on numerous statewide CDOT safety, funding, legislative and policy committees
- Presented all public works issues and activities in bi-weekly public County Commissioner meetings
- Successfully negotiated three union contracts
- Personally handled all union and disciplinary issues
- Served as president of the Runyon youth sports complex (7 years)
- Lobbied federal and state legislative delegations, transportation officials and local public officials at the State Capitol and in Washington D.C.
- Media relations
- Facilitated numerous public meetings
- Implemented over \$4.5 million in energy efficiency facility improvements in 31 county buildings. Annual energy savings of \$450,000 per year
- Implemented 12 100kW rooftop solar PV projects mounted on government building/parking lot canopy projects
- Obtained \$23,000,000 in US military Defense Access Road funding from the US Department of Defense to construct an alternative access road through an industrial park to the Army chemical weapon storage site
- Obtained millions of dollars from federal hazard elimination safety and enhancement grants
- Obtained millions of dollars from the federal highway bridge program to design and replace 14 local bridges
- Obtained \$2,000,000 in state Great Outdoors Colorado and Department of Local Affairs funding to construct a new youth baseball field and concession building at the Runyon Sports Complex
- Secured \$1,000,000 in federal highway funds to complete the funding necessary to build a Veterans bridge across the Historic Arkansas Riverpark. More than 4,000 veterans attended the ribbon-cutting.
- Led Pueblo County in negotiating all SB1041 terms, conditions, and contracts with Colorado Springs Utilities (CSU) for the complex, high-cost and media scrutinized Southern Delivery Water System project. Obtained \$50,000,000 for water quality and flood mitigation through negotiations with CSU
- Served Southern Colorado as the renewable energy coordinator working closely with the Governor's Energy Office.

January 1998 to December 1998

City of Pueblo

Traffic Engineer

Pueblo, Colorado

- Responsible for all citywide traffic signals, signs, markings, streetlights, underground utilities, subdivisions/developments
- Directed all operations and activities of the traffic engineering department
- Supervised 25 staff team members
- Assisted in the operation of the City fixed route transit system
- Conducted complex traffic engineering studies

January 1994 to December 1997

Pikes Peaks Area Council of Governments (PPACG)

Director of Transportation

Colorado Springs, Colorado

- Directed all transportation planning activities for El Paso County (700,000 population)
- Supervised a staff of 15 professional staff team members
- Re-established frayed governmental relations with local, state and federal transportation agencies, state and federal legislators and the general public
- Lead advisor for transportation commissioner, state/federal delegation, local governments and other transportation officials
- Lobbied federal and state legislative delegations, transportation officials and local public officials at the State Capitol and in Washington D.C.
- Guided and provided technical assistance for complex transportation planning and engineering studies
- Prepared short and long-term strategic transportation and transit plans to justify the need for additional state and federal transportation funding
- Developed, administered and implemented annual Uniform Planning Work Programs
- Conducted numerous public meetings
- Actively participated and facilitated semi-monthly PPACG board of director meetings
- Secured hundreds of millions in funding from the Colorado Department of Transportation and Federal Highway Administration and Federal Transit Administration for major transportation improvements and transit operations
- Authored and provided technical assistance to staff CDOT Safety, enhancement and CMAQ grants
- Served as the CDOT state transportation advisory committee representative for El Paso County and the City of Colorado Springs

March 1986 to December 1993

City of Pueblo, Colorado

Traffic Technician/Lead Urban Transportation Planner

- Performed a wide variety of transportation planning and traffic engineering technical studies including travel demand forecasting, traffic counting, intersection and turn movement LOS capacity analysis, signal progression studies, traffic signal warrant studies, pedestrian gap studies, among others.
- Led the urban transportation planner program producing federally required long-range plans and transportation improvement plans
- Developed, managed and implemented annual Unified Planning Work Programs
- Input crash data and operated a crash analysis software program tracking high accident locations
- Authored and administered several successful Federal Safety Hazard Elimination grants, identifying crash reduction safety improvements

EDUCATION

- Master's Degree in Public Administration from the University of Colorado, Boulder – 1995 – 4.0 GPA
- Bachelor of Science in Business Administration with a minor in Speech Communications from the Colorado State University – Pueblo – 1985
- Graduate of the Energy Executive Program from the National Renewable Energy Laboratory (NREL) in Golden, Colorado
- Continuing education units – Northwestern University, Evanston, Illinois – Traffic Engineering 1986-1992

Greg Severance

Email:

Telephone :

Address :

Carson City, NV, 89701

March 4, 2019

Chairwoman Linda Slater
Town of Gardnerville

Dear Chairwoman Slater,

I am writing to express my interest in the Town Manager position for the beautiful Town of Gardnerville. As you review my resume, you will quickly discover two passionate decades of executive level experience and higher education in public administration. My unique skills and successful history in securing significant state and federal funding will help the Town of Gardnerville fund the Board of Directors' and community priority capital projects, programs, economic development initiatives and other objectives.

My history in serving elected officials as a public works and transportation director for two large cities and counties in Colorado have given me the acquired skills in all phases of planning, organizing and leading staff and facilitating professional and productive city and county public meetings with special attention to all laws, codes and regulations.

My acquired skills also include budget preparation and oversight, project construction management, contract negotiations, grant writing/administration, cost-effective scheduling/prioritization of work assignments, training staff/Board members, developing and implementing Board directed strategic goals, public policy and other skills that will greatly contribute to the quality of life in the community of Gardnerville.

Also, of interest to you, should be my leadership experience in all phases of public works including traffic engineering/planning, parks & recreation, facilities, fleet, trash collection, youth and community events and emergency preparedness.

Finally, I also offer the ability to establish effective and trusting relationships with members of the community, businesses, local, state and federal agencies and legislative delegations.

Confident that I can effectively serve the Town Board as your Town Administrator to the delight of the community of Gardnerville, I respectfully submit my resume and cover letter for your review. I very much look forward to an interview so I can share how I can work for you to realize the Town Board's vision, goals and objectives. Thank you for your consideration.

Sincerely,

Greg Severance



NAME: SEVERANCE, GREG MARTIN
STUDENT NR: [REDACTED]
PRINT DATE: 03/16/1999

BIRTHDATE: [REDACTED]
PAGE NR: 1

*** ISSUED TO STUDENT ***

ISSUED TO: GREG MARTIN SEVERANCE
47 SCARLET SAGE DRIVE
PUEBLO CO 81001

REQUESTED BY: GREG MARTIN SEVERANCE

HIGHER EDUC. UNIV SOUTHERN COLORADO 09/81 - 12/85
INSTITUTIONS: PUEBLO CO DEGREE: SAC 12/85

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
SUMMER SEM 1990 COLORADO SPRINGS CONT EDUC				
NON-DEGREE NON-DEGREE STUDENT W/DEGREE				
FUND OF PUBLIC ADMIN	P AD 501	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 12.00 GPA: 4.000				

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
FALL SEM 1990 COLORADO SPRINGS CONT EDUC				
NON-DEGREE NON-DEGREE STUDENT W/DEGREE				
QUANTITATIVE ANALYSIS	P AD 502	3.0	A	12.0
ORG THEORY & ADMIN BEHAV	P AD 521	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 24.00 GPA: 4.000				

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
SPRING SEM 1991 COLORADO SPRINGS CONT EDUC				
GRAD SCHOOL OF PUBLIC AFFAIRS PUBLIC ADMINISTRATION				
RESEARCH & ANALYT METHOD	P AD 504	3.0	A	12.0
PUBLIC FINANCE	P AD 506	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 24.00 GPA: 4.000				

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
SUMMER SEM 1991 COLORADO SPRINGS CONT EDUC				
GRAD SCHOOL OF PUBLIC AFFAIRS PUBLIC ADMINISTRATION				
GOVERNMENTAL BUDGETING	P AD 523	3.0	A	12.0
INTERGOVERNMENTAL MGMT	P AD 525	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 24.00 GPA: 4.000				

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
FALL SEM 1991 COLORADO SPRINGS CONT EDUC				
GRAD SCHOOL OF PUBLIC AFFAIRS PUBLIC ADMINISTRATION				
ADMINISTRATIVE LAW	P AD 524	3.0	A	12.0
PUB POL FORMULAT & IMPL	P AD 531	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 24.00 GPA: 4.000				

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
SPRING SEM 1992 COLORADO SPRINGS CAMPUS				
GRAD SCHOOL OF PUBLIC AFFAIRS PUBLIC ADMINISTRATION				
MANAGING AMERICAN CITIES	P AD 561	3.0	A	12.0
WORKSHOP IN PUBLIC ADMIN	P AD 595	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 24.00 GPA: 4.000				

DEGREE REQUIREMENTS COMPLETED FOR
MASTER OF PUBLIC ADMIN

***** NO FURTHER ENTRIES THIS COLUMN *****

COURSE TITLE	CRSE NR	HRS	GRADE	PNTS
SPRING SEM 1992 COLORADO SPRINGS CONT EDUC				
GRAD SCHOOL OF PUBLIC AFFAIRS PUBLIC ADMINISTRATION				
URBAN POLITICS	P AD 562	3.0	A	12.0
SEM: ETHICS AND PROFESS	P AD 696	3.0	A	12.0
ATT 6.0 EARNED 6.0 GPAHRS 6.0 GPAPTS 24.00 GPA: 4.000				

DEGREES CONFERRED:

MASTER OF PUBLIC ADMIN MAY 18, 1992
COLORADO SPRINGS CAMPUS
GRAD SCHOOL OF PUBLIC AFFAIRS
MAJOR: PUBLIC ADMINISTRATION

CUMULATIVE CREDITS:

	TR HRS	CU HRS	TOT HRS	QUAL HRS	QUAL PTS	GPA
GNON SEM	0.0	9.0	9.0	9.0	36.00	4.000
GRAD SEM	0.0	30.0	30.0	30.0	120.00	4.000

*** END OF ACADEMIC RECORD ***

Steve A. Ellis, Registrar
University of Colorado at Colorado Springs

This library sealed and stored transcript is printed on blue GRIP-SAFE security paper with the name of the University printed in small type across the top of the document. A raised area is provided when photocopied the word COPY should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.



EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)

P O BOX 218
Minden, Nevada 89423
(775) 782-9860

<http://www.douglascountynv.gov>

CARTWRIGHT, JENNI
18/19-00128 GARDNERVILLE TOWN MANAGER

Received: 3/15/19 3:16 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

GARDNERVILLE TOWN MANAGER

EXAM ID#:

18/19-00128

NAME: (Last, First, Middle)
CARTWRIGHT, JENNI

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State, Zip Code)
_____, MINDEN, Nevada 89423

EMAIL ADDRESS:

HOME PHONE:

ALTERNATE PHONE:

NOTIFICATION PREFERENCE:

Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

\$50.00 per hour

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day

OBJECTIVE:

To have the honor of serving as the Town of Gardnerville Manager. To put my skills and talents to work in promoting the goals and objectives of the Town Board, citizens, interest groups. To effectively manage the Town's fiscal and human resources.

EDUCATION

DATES:

From: To:

SCHOOL NAME:

University of Auckland

LOCATION:(City, State)

Auckland, International

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Business Administration

UNITS COMPLETED:

DATES:

From: To:

SCHOOL NAME:

University of Nevada

LOCATION:(City, State)

Reno, Nevada

DID YOU GRADUATE?

☐ Yes ☒ No

DEGREE RECEIVED:

No Degree

MAJOR:

Certificate in Supervisory Management

UNITS COMPLETED:

DATES:

From: To:

SCHOOL NAME:

University of Nevada

LOCATION:(City, State)

Reno, Nevada

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Business Administration

UNITS COMPLETED:

WORK EXPERIENCE

DATES:

From: 11/2017 To: Present

EMPLOYER:

Nevada Department of Administration,
Administrative Services Division

POSITION TITLE:

Administrator - Administrative Services
Division

ADDRESS: (Street, City, State, Zip Code)

Carson City, Nevada, 89701

COMPANY URL:

www.adminsvcs.nv.gov

PHONE NUMBER:

SUPERVISOR:

Deonne Contine - Director

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

30

DUTIES:

Developed, supported, implemented and managed the biennial budget for the 12 divisions/sections of the Department totaling approximately \$345m/biennium plus \$350m/biennium of Capital Improvement Projects. Developed rates and provided cash management for internal services including IT, Fleet Services, HR, Risk Management, Public Works, and Purchasing. Provided strategic management for the Accounting, Budget, Contracts, and Management Analysis sections' 30 employees. Prepared reports for, and made presentations to the Legislature, Interim Finance Committee, State Treasurer's Office, Governor's Finance Office, Legislative Counsel Bureau, and other department directors and leaders. Ensured compliance with Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC) and the Code of Federal Regulations (CFR) for procurement, fiscal management, rate setting, and allowable reserves.

REASON FOR LEAVING:

The opportunity to serve in local government in the county where I've lived for over 20 years.

DATES: From: 5/2012 To: 11/2017	EMPLOYER: Nevada Department of Transportation	POSITION TITLE: Administrative Services Officer/Division Chief
ADDRESS: (Street, City, State, Zip Code) Carson City, Nevada, 89701		COMPANY URL: www.nevadadot.com
PHONE NUMBER: [REDACTED]	SUPERVISOR: Robert - Nellis	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 47	

DUTIES:

Managed procurement of \$300 million low-bid highway construction projects and \$150 million professional services procurements each year. Ensured compliance with 49 CFR Parts 26 and 172, and a multitude of NRS, NAC, and other regulations. Handled bid protests and testified in court. Administered four budget accounts totaling \$10.2 million. Provided management, oversight, and strategic direction of the Contract Services, Agreement Services, Contract Compliance, Business Process Analysis, Over Dimensional Permitting, Records Management, Buildings and Grounds, Reprographics, and Mail Room sections; including staff development, training, and discipline for 47 employees across a wide variety of disciplines. Prepared reports for, and made presentations to the Transportation Board, Construction Working Group, Resident Engineers, Consultants, Associated General Contractors and various workgroups. Implemented an electronic signature and workflow system. Provided training in classroom, workshop, small group, and 1:1 settings. Note: I held positions as an Administrative Services Officer II (Assistant Division Chief) and Administrative Services Officer III (Division Chief) during this time period.

REASON FOR LEAVING:

Promotional opportunity to learn more about state budgeting and fiscal management.

DATES: From: 5/2011 To: 5/2012	EMPLOYER: Nevada Department of Transportation	POSITION TITLE: Business Process Analyst/Contract Manager
ADDRESS: (Street, City, State, Zip Code) Carson City, Nevada, 89701		COMPANY URL: nevadadot.com
PHONE NUMBER: [REDACTED]	SUPERVISOR: Christi Thompson - Administrative Services Division Chief	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 3	

DUTIES:

Implemented the Electronic Bidding system, performed full system testing, provided end-user training and ongoing system support. Managed the Contract Services section to procure \$300 million of low-bid highway construction contracts each year. Ensured compliance with NRS 338, NRS 408, and 49 CFR Part 26.

REASON FOR LEAVING:

Promotion within Administrative Services Division

DATES: From: 11/2007 To: 5/2011	EMPLOYER: United States Postal Service	POSITION TITLE: Contract Delivery Service
ADDRESS: (Street, City, State, Zip Code) Minden, Nevada, 89423		COMPANY URL: usps.com
PHONE NUMBER: [REDACTED]	SUPERVISOR: Deby - Parrish	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 25	# OF EMPLOYEES SUPERVISED: 1	

DUTIES:

Provided mail delivery services to 300+ households. Understood and apply postal service regulations and mail handling practices. Trained and supervised subcontractors.

REASON FOR LEAVING:

Looking for full time employment

DATES: From: 3/2002 To: 11/2007	EMPLOYER: Awardzone	POSITION TITLE: Owner
ADDRESS: (Street, City, State, Zip Code) Carson City, Nevada, 89701		COMPANY URL:
PHONE NUMBER: [REDACTED]	SUPERVISOR: Self employed	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	# OF EMPLOYEES SUPERVISED: 2	

DUTIES: Managed and operated all aspects of a busy trophy and engraving business, including customer service, order processing, inventory control, purchasing, accounts payable, accounts receivable, budgeting, and tax preparation. Performed business planning, forecasting, and financial monitoring.		
REASON FOR LEAVING: Sold business		
DATES: From: 3/1998 To: 2/2002	EMPLOYER: State of Nevada	POSITION TITLE: Accountant
ADDRESS: (Street, City, State, Zip Code) Carson City, Nevada, 89701		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Robert Chisel - Chief Accountant	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 35	
DUTIES: Implemented the Statewide Integrated Financial System. Performed public accounting. Performed Workers Compensation cash posting and reconciliation. Supervised 12-35 professional, technical, and clerical staff.		
REASON FOR LEAVING: Bought a small business		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
Nothing Entered For This Section

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Paul Frost	POSITION: Registered Professional Engineer
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Sharon Foerschler	POSITION: Chief Construction Engineer - Nevada Dept of Transportation
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: sfoerschler@dot.nv.gov		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Patrick Cates	POSITION: Douglas County Manager
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
No
2. **Are you related to a current or former employee of Douglas County?**
No
3. **If yes, please list name(s), and departments where employed:**
4. **Have you ever been discharged or terminated from any place of employment?**
No
5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No
6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**
7. **How were you referred?**
Web Site

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions

- 1. What is your highest level of completed education?**
Master's Degree or Higher
- 2. If you selected a degree is it in any of the following majors?**
Business Administration
- 3. How many years of professional level analytical or management support experience do you possess?**
9 or more years
- 4. How many years of supervisory experience do you possess?**
5 years or more
- 5. How many years of experience do you possess developing budgets?**
5 years or more
- 6. Describe your budget experience and how large the budgets were that you worked with?**
Most recently I developed the biennial budget for the 11 divisions/sections of the Nevada Department of Administration totaling approximately \$345 million/biennium plus \$350 million/biennium of Capital Improvement Projects. Prior to that I provided justification for and performed administration of four budgets totaling \$10.2 million/year at NDOT. I also ran my own small business and managed the budget of approximately \$200,000/year.
- 7. How many years of experience do you possess writing and submitting Grants?**
No experience
- 8. Please list the projects you wrote successful grants for and you managed them through completion.**
I have not written or submitted Grants, but I currently provide fiscal support to the Nevada Department of Administration's Grant Procurement Division. I also manage multiple budget accounts that are funded with grant funds.
- 9. How many years of event management experience do you possess?**
No experience
- 10. Briefly describe your experience with event management.**
While I don't have direct experience with event management, I have participated in setting up classroom trainings and multiple presentations. I am also very good at organizing, coordinating, and taking care of the finer details while understanding the overall objective. I believe these skills would make me very effective at event management.
- 11. Briefly describe your experience with any data base software or work order programs that you have used in your past jobs, related to work orders, or GIS data, demographic data and collection, or personnel evaluations, etc.?**
I am familiar with a multitude of database software spanning accounting, bidding, reporting, transaction entry, electronic signature and workflow, human resources, payroll, records management, and statewide financial management. At my current job we use an online portal to submit and process contracts and work orders.
A lot of the software I have experience with has been proprietary/developed in-house. Experience includes:
Workers Compensation Administration System (State of Nevada SIIS) - I implemented this
Advantage Financial System (State of Nevada) - I implemented this
NDOT Electronic Bidding (State of Nevada) - I implemented this
Data Warehouse of Nevada
Discoverer
Microsoft Access
Advantage HR (State of Nevada)
ASD Business Site (State of Nevada)
QuickBooks
TurboTax Home & Business
Documentum AX-5 (State of Nevada)
- 12. How many years of experience do you possess reporting to a Board?**
5 years or more
- 13. Are you willing to work nights and weekends?**
Yes
- 14. In addition to completing the application, did you attach a Cover Letter that describes why you are interested and what makes you qualified for the Town Manager position with the Town of Gardnerville?**
Yes
- 15. Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?**
Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my

failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by JENNI CARTWRIGHT on 3/15/19 3:16 PM

Signature _____

Date _____

JENNI CARTWRIGHT, MBA

[REDACTED]
Minden, NV 89423
[REDACTED]

Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410

Re: Gardnerville Town Manager Recruitment

Gardnerville Town Board Members,

I am very pleased to offer you my application for the Gardnerville Town Manager position. As a natural leader and effective public administrator, I believe I can lead the Town of Gardnerville into its next chapter.

I have extensive experience in business administration, public administration and fiscal operations. I currently perform fiscal and cash management for the Nevada State Public Works Capital Improvement Program. I also provide budgetary and fiscal support to the 11 divisions within the Nevada Department of Administration, including Human Resources, Fleet Services, and IT. I previously worked for the Nevada Department of Transportation where I managed a multitude of business operations from procurement to over-dimensional truck permits to buildings & grounds. I'm familiar with capital improvement projects, project life cycles, and contractor bidding.

I graduated from UNR with my Master's Degree in Business Administration. The information I learned and the people I met while pursuing my Master's degree have proven to be priceless. I use what I've learned daily to elevate my management and leadership to new heights, and that pays dividends to taxpayers through my roles in public service.

I grew up in Auckland, New Zealand where I obtained my Bachelor's Degree in Business Administration. I was introduced to Gardnerville while traveling in North America and working in Lake Tahoe's South Shore in 1995. After more travel to Britain and Europe, I returned to Gardnerville in 1996, got married and started a family. I've been in love with our sister towns of Gardnerville and Minden ever since – so much so that I've stayed despite some considerations over the years to return to New Zealand. My home country is a wonderful place, but Douglas County is my home.

That's why I am so excited for the opportunity to serve my community. I believe that I have what it takes to become your next Town Manager. I look forward to the opportunity to put my experience, education and talents to work for the Town of Gardnerville.

Sincerely,

Jenni Cartwright, MBA



PROFILE

I'm passionate about public administration. I love orchestrating people to work together to achieve greatness. Working within fiscal limitations that don't exist in the private sector means I've become adept at doing more with less. I invest in building strong working relationships and lead with integrity. I'm driven to bring about positive change within myself and in the organizations I serve.

My 20+ years of work experience spans the sectors of ~~retail, finance, and~~ government, but has a consistent focus in operations. My natural leadership abilities have been strengthened by my bachelor's and master's degrees in business ~~administration~~. I look forward to the opportunity to put my experience and education to work for the Town of Gardnerville.

CONTACT



JENNI CARTWRIGHT

PUBLIC ADMINISTRATOR

EDUCATION

University of Nevada, Reno

Master's Degree in Business Administration, with emphasis on management, leadership, and organizational change

University of Nevada, Reno

Certificate in Supervisory Management

University of Auckland, New Zealand

Bachelor's Degree in Business Administration, with emphasis on accounting and taxation

WORK EXPERIENCE

Administrator - Administrative Services Division

Nevada Department of Administration Nov 2017 – Current

Transformed the Division from internal, numbers-focused practices to a client-centered, partnership-based division providing improved fiscal services. Built a management team driven to succeed. Led process improvement initiatives. Built trust with oversight agencies and clients.

- Developed and managed the biennial budget for the 12 divisions/sections of the Department totaling approximately \$345m/biennium plus \$350m/biennium of Capital Improvement Projects. Developed rates for internal services including IT, Fleet Services, HR, Risk Management, Public Works, and Purchasing.
- Provided strategic management for the Accounting, Budget, Contracts, and Management Analysis sections' 30 employees.
- Prepared reports for, and made presentations to the Legislature, Interim Finance Committee, State Treasurer's Office, Governor's Finance Office, Legislative Counsel Bureau, and other department directors and leaders.
- Ensured compliance with NRS, NAC, and CFR for procurement, fiscal management, rate setting, and allowable reserves.

SKILLS

Public Administration
Management
Transformational leadership
Public presentations
Quality report writing
Communication
Employee development
Progressive discipline
Training (classroom and 1:1)
Organizational change
Strategic planning
Team building
Leveraging talent
Accounting
Budgeting
Fiscal analysis
Procurement
Contract Management
Compliance
Acting with integrity
Relationship building
Process improvement
Software implementation
Project management
Collaboration
Negotiations
Records Management
Interpreting laws & regulations
Taking initiative

WORK EXPERIENCE CONTD.

Administrative Services Officer/Division Chief

Nevada Department of Transportation May 2012 to Nov 2017

Took the Division from antiquated, restrictive, dis-jointed processes and the "Office of 'No'" to a dynamic, client-focused, coordinated office providing the highest quality customer service while delivering a superior product. Built essential trust with other Divisions to facilitate better overall operations.

- Managed procurement of \$300 million in low-bid highway construction projects and \$150 million in professional services procurements each year. Ensured compliance with 49 CFR Parts 26 and 172, and a multitude of NRS, NAC, and other regulations. Handled bid protests and testified in court.
- Administered four budget accounts totaling \$10.2 million
- Provided management, oversight, and strategic direction of the Contract Services, Agreement Services, Contract Compliance, Business Process Analysis, Over Dimensional Permitting, Records Management, Buildings and Grounds, Reprographics, and Mail Room sections; including staff development, training, and discipline for 47 employees.
- Prepared reports for, and made presentations to the Transportation Board, Construction Working Group, Resident Engineers, Consultants, Associated General Contractors and various workgroups.

Business Process Analyst/Contract Manager

Nevada Dept of Transportation May 2011 to May 2012

Successfully implemented a software project to accept bids and manage contracts electronically. Built strong relationships with affected divisions having related system inputs/outputs. Improved contracting processes including faster processing and increased compliance. Elevated customer service and satisfaction. Improved bidder relations and communication.

- Implemented the Electronic Bidding system, performed full system testing, provided end-user training and ongoing system support.
- Managed the Contract Services section to procure \$300 million in low-bid highway construction contracts each year. Ensured compliance with NRS 338, NRS 408, and 49 CFR Part 26.

WORK EXPERIENCE CONTD.

Contractor

United States Postal Service Nov 2007 to May 2011

Provided mail delivery services to 300+ households. Understood and applied postal service regulations and mail handling practices. Trained and supervised subcontractors.

Business Owner

Awardzone Mar 2002 to Nov 2007

Managed and operated all aspects of a busy trophy and engraving business, including customer service, order processing, inventory control, purchasing, accounts payable, accounts receivable, budgeting, and tax preparation. Performed business planning, forecasting, and financial monitoring.

Accountant

State of Nevada Mar 1998 to Feb 2002

Implemented the Statewide Integrated Financial System. Performed public accounting. Performed Workers Compensation cash posting and reconciliation. Supervised 12-35 professional, technical, and clerical staff.

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)

P O BOX 218
Minden, Nevada 89423
(775) 782-9860

<http://www.douglascountynv.gov>

MARTEL, GLEN A.
18/19-00128 GARDNERVILLE TOWN MANAGER

Received: 3/14/19 7:53 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

GARDNERVILLE TOWN MANAGER

EXAM ID#:

18/19-00128

NAME: (Last, First, Middle)

MARTEL, GLEN A.

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State, Zip Code)

Carson City, Nevada 89703

EMAIL ADDRESS:

HOME PHONE:

ALTERNATE PHONE:

NOTIFICATION PREFERENCE:

Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day

OBJECTIVE:

EDUCATION

DATES:

From: To:

SCHOOL NAME:

Syracuse University

LOCATION:(City, State)

Syracuse, New York

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Certification

MAJOR:

National Security Fellowship

UNITS COMPLETED:

6 - Semester

DATES:

From: To:

SCHOOL NAME:

University of Nevada

LOCATION:(City, State)

Reno, Nevada

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Business Administration

UNITS COMPLETED:

51 - Semester

DATES:

From: To:

SCHOOL NAME:

Air War College

LOCATION:(City, State)

Montgomery, Alabama

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Professional

MAJOR:

Professional Military Education (PME)

UNITS COMPLETED:

27 - Semester

DATES:

From: To:

SCHOOL NAME:

Air Command and Staff College

LOCATION:(City, State)

Montgomery, Alabama

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Professional

MAJOR:

Professional Military Education (PME)

UNITS COMPLETED:

21 - Semester

DATES:

From: To:

SCHOOL NAME:

University of Nevada

LOCATION:(City, State)

Reno, Nevada

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Civil Engineering

UNITS COMPLETED:

158 - Semester

WORK EXPERIENCE

DATES:

From: 1/1984 To: Present

EMPLOYER:

Nevada Air National Guard/US Air Force

POSITION TITLE:

Colonel (O-6)

ADDRESS: (Street, City, State, Zip Code)

Reno, Nevada, 89502

COMPANY URL:

PHONE NUMBER: [REDACTED]	SUPERVISOR: Ondra L. Berry - Brigadier General	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 450	
DUTIES: Commander, 152d Mission Support Group (Top Secret Security Clearance) <ul style="list-style-type: none"> Directed by commander, improved interaction Headquarters and Wing, implemented strategic plans Leadership/mentorship of 450 employees, developed collaborative management of resources conversion Command responsibility; Security, Engineering, Personnel, Logistics, Communications and Contracting Administrative support integration with 3 associated divisions; Maintenance, Operations and Medical Effective/motivating speaker, Commander's Call-public presentations to 450 air personnel Monitor inventory/maintenance of equipment, 95+ vehicle fleet, facilities and construction management Created organizational personnel review team/policies, reporting increased and process expedited Identified inconsistencies in group support, reduced response times, customer requirements exceeded Director of Staff - Air, NVANG HQ <ul style="list-style-type: none"> Hand selected by commander to lead change management and development of inclusive, positive culture Advisor to The Adjutant General of Nevada (TAG) and Commander of the Nevada Air National Guard Development/implementation of strategic initiatives, impacting four units, 1,125 airmen, 2 satellite units Expanded strategic relationships with Wing/Intel organizations, integrity, improved regulatory metrics Tracked/reported on KPIs (performance evaluations) for recruitment/hiring/retention, ensuring inclusion Lead corporate restructure supporting mission, staff program development, succession planning/financing Streamlined written correspondence with National Guard Bureau, congressional representatives Modernized principles/practices of employee supervision review/evaluation/training and discipline Commander/Base Civil Engineer/Fire Marshal, 152d Civil Engineer Squadron <ul style="list-style-type: none"> Leadership/coaching of 120 employees, seven skilled trades, support services, purchase orders, invoices \$11M fire station, secured funding, 35% design, LEED Silver, three-year completion timeline, EPA actions \$10M operations building, led final drawings, interactions with internal/external stakeholders, LEED Silver \$9M hangar remodel/landscaping project, monitored completion, watermain and sanitary/storm sewer \$500K secured for improvements, Executive Order-Promoting Energy Independence & Economic Growth Monitored project budget execution & training goals, reported on KPIs, ensured staff development Ensure safety training of personnel (PPE) and compliance with all safety standards/specifications Develop Capital Improvement Projects, create budget/analytical review of financial reports Programming, maintenance/improvements for 401,000 sf/60 acre campus, ACES management system Congressional interaction regarding projects, maintenance, funding requirements, 1/5 year strategic plans Manpower, Personnel and Services, A1, NVANG HQ Exercise/Engagement Officer, J3, US Embassy - Kuwait (KW) <ul style="list-style-type: none"> Joint military, US and KW, responsibility for briefing and policy updates, consolidated processes Critical liaison US and KW forces, expanded KW training opportunities with National Defense University Led US advisors, National Defense University teams, KW range trip, advanced KW/US combat training Multi-jurisdictional/multi-country integration/planning for KW Liberation Day Anniversary Celebration Provided expertise, independent judgement and staff support to TAG, meeting strategic goals of NVANG Professional, timely service, meet all performance regulations, promotion requirements for personnel Initiate/update policies, develop correspondence program, monitor social media, ensure dissemination Operations Officer, 152d Civil Engineer Squadron <ul style="list-style-type: none"> \$300K Intel anti-terrorism measures, led design/six-month construction, facilities operation maintenance Updated Base Area Development Plan in cooperation with NGB, Reno-Tahoe Airport Authority and FAA E-5, Technical Sergeant <ul style="list-style-type: none"> Electronic Warfare Technician, maintenance on B-52G, F4-C and RF-4C aircraft Certified Personnel Reliability Program - permitted to work in proximity of nuclear weapons 		
REASON FOR LEAVING: Promoting out.		
DATES: From: 10/2005 To: 2/2008	EMPLOYER: Mid-Valley Engineering	POSITION TITLE: Director of Project Management/Business Development
ADDRESS: (Street, City, State, Zip Code) Reno, Nevada		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Ed Corneo - Principal	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 8	
DUTIES: <ul style="list-style-type: none"> \$35M valuation with city approval of Copper Canyon Development Handbook, public presentations Initiated cost effective/expedited plan for mapping that exceeded owner's fiscal year mapping goals Dam design: permitting as part of city flood solution, met state/federal regulations, Master Hydrology Plan Developed Master Traffic/Sewer/Water Plans, integrated open space trail connectivity with regional parks Sewer interceptor and effluent main extension, arterial widening and mass grading plans Established new regional office for 1,300 acre residential, commercial, business park/retail community Government negotiations with public administration for land coverage/open space requirements 		
REASON FOR LEAVING: Office Closure		
DATES: From: 12/2003 To: 10/2005	EMPLOYER: Lakemont Communities Nevada	POSITION TITLE: Senior Project Manager
ADDRESS: (Street, City, State, Zip Code) Reno, Nevada		COMPANY URL:

PHONE NUMBER:	SUPERVISOR: Patty Wade - Owner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 6	
DUTIES: <ul style="list-style-type: none"> • \$23M valuation with final map for 700 acre development, inclusive team led to Top 100 Builder in 2004 • Negotiated with fire district for new fire station and improved emergency access • Assembled design team to expedite tentative map development, funding remained intact • Seamless incorporation of architectural/marketing concepts with engineering, financial requirements • Developed master geo-technical report, updated phase analysis, excavation costs reduced 30% • Department operations, budget development, project planning/supervising of construction schedules • Diverse project integration, due diligence, cost assessment, acquisitions, negotiations, review of contracts • Interface with engineers, legal counsel, developers, planners & general public, ensure community vision • Incorporation of golf course design into county Master Flood Control Plan <p>Legado: Multiuse property, 2,458 single family homes, active adult community, airport expansion Sonterra: 4,500 acre multiuse project, realign Washoe/Lyon County line, railroad extension Moraga of Merced: 500 unit mixed single family project, LAFCO annexation, PG & E easement</p>		
REASON FOR LEAVING: Better Opportunity		
DATES: From: 2/2003 To: 12/2003	EMPLOYER: Thompson-Hysell Engineers	POSITION TITLE: Senior Project Manager
ADDRESS: (Street, City, State, Zip Code) Modesto, California		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Kent Stephan - Vice President	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 15	
DUTIES: <ul style="list-style-type: none"> • Developed section and project budgeting, supervised scheduling & managed client contact/development • Led reorganization of design teams, including team dynamics and procedures, expedited map approval • Coordination and permitting with irrigation districts, local, state and federal agencies, including LAFCO • Engineering design of Stockton/Modesto municipal infill projects, revitalization and urban planning • Integration of regional park with grass seating and multiuse fields into county Master Drainage Plan <p>Crossroads: 1,600 acre commercial/industrial complex Mariposa Lakes: 2,600 acre residential/industrial master planned community Empire Ranch: 500 acre mixed residential development</p>		
REASON FOR LEAVING: Better Opportunity		
DATES: From: 6/2000 To: 2/2003	EMPLOYER: Landmark Homes and Development	POSITION TITLE: Director of Land Development
ADDRESS: (Street, City, State, Zip Code) Carson City, Nevada		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Jim Bawden - Owner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 3	
DUTIES: <ul style="list-style-type: none"> • \$32M valuation with county approval of North Dayton Valley Master Plan • Key liaison between engineering/architectural/marketing, grew sales over 200% in three years, 500+ units • Team leader responsible for regular meetings sales/construction education training on regulations • Instituted first operating budget and data analysis for Department, introduced quality control processes • Directed project feasibility, land acquisition, plan development, final map processing, zoning compliance • Speedway permitting, linear and neighborhood park development, gravel pit permitting • As Ombudsman, created sustainable public relations with elected officials, county staff, public & utilities <p>Northridge: Negotiated density transfer to protect views, award winning neighborhood parks Millennium at State Street: Zero lot line infill project, presented project at APA conference</p>		
REASON FOR LEAVING: Better opportunity		
DATES: From: 6/1990 To: 6/2000	EMPLOYER: Lumos and Associates, Inc	POSITION TITLE: Engineering Manager
ADDRESS: (Street, City, State, Zip Code) Carson City, Nevada		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Carl Cavolick - Owner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 7	
DUTIES: <ul style="list-style-type: none"> • Contributing Engineer: Department manager, goal setting, planning capabilities of the corporation • Developed strategic direction and operational support of teams, project presentations/public speaking • Resource & records management: Determined staffing, personnel management, ensured profitability • Surveying, testing, produced engineering documentation/reports, compliance with local laws • Collaborative Army Corps wetland permitting, environmental engineering, sensitive to cultural resources <p>Carson City Airport: Utility/site improvements, taxiway construction, FEMA coordination Carson City: Telegraph Square redesign as part of city redevelopment, Community Center Master Plan</p>		

Silver Springs Airport: Aviation Master Plan, initial FAA submittal

REASON FOR LEAVING:

Better opportunity

CERTIFICATES AND LICENSES**TYPE:**

Nevada Professional Engineer

LICENSE NUMBER:

012945

ISSUING AGENCY:

State of Nevada Board of Professional Engineers and Land Surveyors

TYPE:

California Professional Engineer

LICENSE NUMBER:

056750

ISSUING AGENCY:

Board of Professional Engineers, Land Surveyors, and Geologists

TYPE:

FEMA ICS 100, 200, 700 and 800

LICENSE NUMBER:**ISSUING AGENCY:**

FEMA

TYPE:

Lean Six/Sigma Greenbelt 40hr Certification

LICENSE NUMBER:**ISSUING AGENCY:****Skills**

Nothing Entered For This Section

ADDITIONAL INFORMATION**Volunteer Experience**

Carson High School Football Boosters/Carson City Pop Warner Volunteer

Professional Associations

NGAUS 2012 Conference Administration Committee, Chair

Volunteer Experience

Carson High School Accreditation Steering Committee

Professional Associations

Builders Association of Western Nevada, President

Professional Associations

Carson City Parks and Recreation Commission, Chairman

Professional Associations

Carson City Zoning Ordinance Committee

Professional Associations

Carson City One Stop Committee/Building Department Fund Oversight

Professional Associations

Carson City Board of Appeals, UBC, UFC, UPC

Professional Associations

Lyon County Title 10/Title 11 Rewrite Committee

Professional Associations

Carson City Utility Rate Advisory Committee and Carson City Sign Ordinance Review Committee

Professional Associations

National Director, National Association of Home Builders

Volunteer Experience

Carson City Citizens Ad Hoc Committee to Study Support of Public Safety Services

Professional Associations

Nevada Air National Guard Strategic Communications Committee, President

Volunteer Experience

Nevada Air National Guard Diversity Council, Chairman

Volunteer Experience

Carson High School Senior Project Judge

Honors & Awards

Washoe County Excellence in Environmental Design - Lake Country Estates, Incline Village

Honors & Awards

American Planning Association 2003 Convention Presenter

Professional Associations

Builder's Association of Western Nevada, Life Director

Honors & Awards

Carson City Chamber of Commerce Contribution to Commerce Award - Millennium at State Street

Honors & Awards

Elmer H. Anderson Park Excellence Award for Steinheimer Park - Neighborhood Park

Honors & Awards

Builders Association of Western Nevada - Builder Member of the Year

Honors & Awards

Commander's Recognition of Excellence Award

Honors & Awards

Adjutant General's Silver Sentinel Award

Honors & Awards

Nevada Air National Guard Diversity Champion Award

Honors & Awards

Federal Energy and Water Management Award

Honors & Awards

Nevada Military Department Drennan Clark Order of Nevada Award
Professional Associations
National Director- National Association of Home Builders

REFERENCES

REFERENCE TYPE: Professional	NAME: Ondra Berry	POSITION: Brigadier General, Commander, Nevada Air National Guard
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Zachary Doser	POSITION: Brigadier General, Land Component Commander, Nevada Army National Guard
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Juan Guzman	POSITION: Carson City Open Space Manager, Retired
ADDRESS: (Street, City, State, Zip Code) [REDACTED]		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
No
2. **Are you related to a current or former employee of Douglas County?**
No
3. **If yes, please list name(s), and departments where employed:**
4. **Have you ever been discharged or terminated from any place of employment?**
No
5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
Yes
6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**
Nevada Air National Guard/US Air Force, Colonel (O6)
Honorable
See Resume
7. **How were you referred?**
Friend or Relative

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions

1. **What is your highest level of completed education?**
Master's Degree or Higher
2. **If you selected a degree is it in any of the following majors?**
Business Administration
3. **How many years of professional level analytical or management support experience do you possess?**
9 or more years
4. **How many years of supervisory experience do you possess?**
5 years or more
5. **How many years of experience do you possess developing budgets?**
5 years or more
6. **Describe your budget experience and how large the budgets were that you worked with?**
My budget development and management roles have grown from simple \$500,000 annual budgets for seven employee departments to a complex nine-figure improvement budget including a 1,125 personnel organization. As 152d Commander, Civil Engineer Squadron/Base Civil Engineer, I was responsible for an annual budget of over \$4.5M for 120 personnel and largescale projects. Currently, I develop and manage an annual budget of over \$10M, plus capital improvements. Efforts include future needs assessment, development of 1 to 5-year program budgets and planning, as well as congressional representative interface, and financial management.
7. **How many years of experience do you possess writing and submitting Grants?**
1 - 2 years
8. **Please list the projects you wrote successful grants for and you managed them through completion.**
Develop Military Construction (MILCON) budget requests for congressional delegation. Requests included: fire house, intel anti-terrorism improvements and utility improvements. Funding process included development of initial requirements, cost estimates and documentation of need. Additional steps included coordination with contracting office to ensure legal requirements were met, identification of successful bidder and monitoring of expenditures in accordance with all federal regulations.
9. **How many years of event management experience do you possess?**
5 or more years
10. **Briefly describe your experience with event management.**
In 2012, I was Operations Administrative Lead for the 134th National Guard Association of the U.S. -NGAUS General Conference & Exhibition which was held in Reno, NV. The event brought together 4,000+ attendees including: 54 Adjutants General, various headquarters staff and over 300 General Officers. In this capacity, I was responsible for all event communications, attendance tracking, signage, coordination of event package delivery and tracking.
Internationally, I have been responsible for coordination of communications and logistical support for the 2011 Kuwait Liberation Day - "Golden Jubilee" Anniversary Celebration & Parade. The event commemorated the 50th anniversary of Kuwait's independence from Great Britain and the 20th Anniversary since the liberation from Saddam Hussein's invading Army by U.S. - led Coalition Forces. Interagency coordination with all branches of the US military, including a Marine Expeditionary Unit, as well as Kuwaiti military forces, local law enforcement, emergency services and dignitaries, was imperative to the success of this event. International attendees included: 22 presidents, 64 heads of state and many other senior officials.
Further, I lead the development and implementation of multiple civil engineer holiday events with attendance in excess of 120 members and families. Events included holiday meal, recognition of returning deployers, annual awards and provided craft programming, entertainment and a visit from Santa for children of unit members.
11. **Briefly describe your experience with any data base software or work order programs that you have used in your past jobs, related to work orders, or GIS data, demographic data and collection, or personnel evaluations, etc.?**
For climate and inclusion surveys, I have worked with the Defense Equal Opportunity Management Institute (DEOMI) for data collection and statistical analysis.
I have utilized Automated Civil Engineer Support (ACES) for sustainment, restoration and modernization funding for the Air National Guard, and daily work orders are tracked through the Integrated Engineering Management System (IEMS).
Familiarity with the Air Force Officer and Enlisted Performance Report (OPRs and EPRs) system for military evaluations. Additionally, I have used the Federal Employee's Performance Appraisal System as well as the State of Nevada Performance Evaluation System.
12. **How many years of experience do you possess reporting to a Board?**
5 years or more
13. **Are you willing to work nights and weekends?**
Yes
14. **In addition to completing the application, did you attach a Cover Letter that describes why you are interested and what makes you qualified for the Town Manager position with the Town of Gardnerville?**
Yes
15. **Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?**
Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by GLEN A. MARTEL on 3/14/19 7:53 PM

Signature _____

Date _____

GLEN A. MARTEL

Carson City, NV 89703

| [Linkedin.com/in/GlenMartel](https://www.linkedin.com/in/GlenMartel)

EXECUTIVE PROFILE

Transformational Senior Executive with MBA and 28+ years of global leadership experience for the US Air Force, Top 100 Builder and regional development organizations. Proven success developing and executing effective strategic policies and operational programs. Recognized for engaging diverse teams and evolving culture, to ensure inclusion and accomplishment of corporate and community goals. Managed > 1,125 personnel. Empowering team leader administering >\$300M in infrastructure.

PROFESSIONAL EXPERIENCE

Colonel (O-6), Nevada Air National Guard/US Air Force (Top Secret Security Clearance) 1984-Present
Commander, 152d Mission Support Group

- Directed by commander, improved interaction Headquarters and Wing, implemented strategic plans
- Leadership/mentorship of 450 employees, developed collaborative management of resources conversion
- Command responsibility; Security, Engineering, Personnel, Logistics, Communications and Contracting
- Administrative support integration with 3 associated divisions; Maintenance, Operations and Medical
- Effective/motivating speaker, Commander's Call-public presentations to 450 air personnel
- Monitor inventory/maintenance of equipment, 95+ vehicle fleet, facilities and construction management
- Created organizational personnel review team/policies, reporting increased and process expedited
- Identified inconsistencies in group support, reduced response times, customer requirements exceeded

Director of Staff – Air, NVANG HQ

- Hand selected by commander to lead change management and development of inclusive, positive culture
- Advisor to The Adjutant General of Nevada (TAG) and Commander of the Nevada Air National Guard
- Development/implementation of strategic initiatives, impacting four units, 1,125 airmen, 2 satellite units
- Expanded strategic relationships with Wing/Intel organizations, integrity, improved regulatory metrics
- Tracked/reported on KPIs (performance evaluations) for recruitment/hiring/retention, ensuring inclusion
- Lead corporate restructure supporting mission, staff program development, succession planning/financing
- Streamlined written correspondence with National Guard Bureau, congressional representatives
- Modernized principles/practices of employee supervision review/evaluation/training and discipline

Commander/Base Civil Engineer/Fire Marshal, 152d Civil Engineer Squadron

- Leadership/coaching of 120 employees, seven skilled trades, support services, purchase orders, invoices
- \$11M fire station, secured funding, 35% design, LEED Silver, three-year completion timeline, EPA actions
- \$10M operations building, led final drawings, interactions with internal/external stakeholders, LEED Silver
- \$9M hangar remodel/landscaping project, monitored completion, watermain and sanitary/storm sewer
- \$500K secured for improvements, Executive Order-Promoting Energy Independence & Economic Growth
- Monitored project budget execution & training goals, reported on KPIs, ensured staff development
- Ensure safety training of personnel (PPE) and compliance with all safety standards/specifications
- Develop Capital Improvement Projects, create budget/analytical review of financial reports
- Programming, maintenance/improvements for 401,000 sf/60 acre campus, ACES management system
- Congressional interaction regarding projects, maintenance, funding requirements, 1/5 year strategic plans

Manpower, Personnel and Services, A1, NVANG HQ

Exercise/Engagement Officer, J3, US Embassy - Kuwait (KW)

- Joint military, US and KW, responsibility for briefing and policy updates, consolidated processes
- Critical liaison US and KW forces, expanded KW training opportunities with National Defense University
- Led US advisors, National Defense University teams, KW range trip, advanced KW/US combat training
- Multi-jurisdictional/multi-country integration/planning for KW Liberation Day Anniversary Celebration
- Provided expertise, independent judgement and staff support to TAG, meeting strategic goals of NVANG
- Professional, timely service, meet all performance regulations, promotion requirements for personnel
- Initiate/update policies, develop correspondence program, monitor social media, ensure dissemination

Operations Officer, 152d Civil Engineer Squadron

- \$300K Intel anti-terrorism measures, led design/six-month construction, facilities operation maintenance
- Updated Base Area Development Plan in cooperation with NGB, Reno-Tahoe Airport Authority and FAA

E-5, Technical Sergeant

- Electronic Warfare Technician, maintenance on B-52G, F4-C and RF-4C aircraft
- Certified Personnel Reliability Program – permitted to work in proximity of nuclear weapons

Mid-Valley Engineering | Reno, NV | Director of Project Management/Business Development **2005-2008**
SunCal Copper Canyon, LLC, a division of SunCal Companies | Reno, NV

- \$35M valuation with city approval of Copper Canyon Development Handbook, public presentations
- Initiated cost effective/expedited plan for mapping that exceeded owner's fiscal year mapping goals
- Dam design: permitting as part of city flood solution, met state/federal regulations, Master Hydrology Plan
- Developed Master Traffic/Sewer/Water Plans, integrated open space trail connectivity with regional parks
- Sewer interceptor and effluent main extension, arterial widening and mass grading plans
- Established new regional office for 1,300 acre residential, commercial, business park/retail community
- Government negotiations with public administration for land coverage/open space requirements

Lakemont Communities Nevada | Reno, NV | Senior Project Manager **2003-2005**

- \$23M valuation with final map for 700 acre development, inclusive team led to Top 100 Builder in 2004
- Negotiated with fire district for new fire station and improved emergency access
- Assembled design team to expedite tentative map development, funding remained intact
- Seamless incorporation of architectural/marketing concepts with engineering, financial requirements
- Developed master geo-technical report, updated phase analysis, excavation costs reduced 30%
- Department operations, budget development, project planning/supervising of construction schedules
- Diverse project integration, due diligence, cost assessment, acquisitions, negotiations, review of contracts
- Interface with engineers, legal counsel, developers, planners & general public, ensure community vision
- Incorporation of golf course design into county Master Flood Control Plan

Legado: Multiuse property, 2,458 single family homes, active adult community, airport expansion

Sonterra: 4,500 acre multiuse project, realign Washoe/Lyon County line, railroad extension

Moraga of Merced: 500 unit mixed single family project, LAFCO annexation, PG & E easement

Thompson-Hysell Engineers | Modesto, CA | Senior Project Manager **2003-2003**

- Developed section and project budgeting, supervised scheduling & managed client contact/development
- Led reorganization of design teams, including team dynamics and procedures, expedited map approval
- Coordination and permitting with irrigation districts, local, state and federal agencies, including LAFCO
- Engineering design of Stockton/Modesto municipal infill projects, revitalization and urban planning
- Integration of regional park with grass seating and multiuse fields into county Master Drainage Plan

Crossroads: 1,600 acre commercial/industrial complex

Mariposa Lakes: 2,600 acre residential/industrial master planned community

Empire Ranch: 500 acre mixed residential development

Landmark Homes and Development | Carson City, NV | Director of Land Development **2000-2003**

- \$32M valuation with county approval of North Dayton Valley Master Plan
 - Key liaison between engineering/architectural/marketing, grew sales over 200% in three years, 500+ units
 - Team leader responsible for regular meetings sales/construction education training on regulations
 - Instituted first operating budget and data analysis for Department, introduced quality control processes
 - Directed project feasibility, land acquisition, plan development, final map processing, zoning compliance
 - Speedway permitting, linear and neighborhood park development, gravel pit permitting
 - As Ombudsman, created sustainable public relations with elected officials, county staff, public & utilities
- Northridge:** Negotiated density transfer to protect views, award winning neighborhood parks
- Millennium at State Street:** Zero lot line infill project, presented project at APA conference

- Contributing Engineer: Department manager, goal setting, planning capabilities of the corporation
 - Developed strategic direction and operational support of teams, project presentations/public speaking
 - Resource & records management: Determined staffing, personnel management, ensured profitability
 - Surveying, testing, produced engineering documentation/reports, compliance with local laws
 - Collaborative Army Corps wetland permitting, environmental engineering, sensitive to cultural resources
- Carson City Airport:** Utility/site improvements, taxiway construction, FEMA coordination
Carson City: Telegraph Square redesign as part of city redevelopment, Community Center Master Plan
Silver Springs Airport: Aviation Master Plan, initial FAA submittal

EDUCATION

Syracuse University, National Security Fellow 2018
University of Nevada, Reno: Master of Business Administration 2016
Air War College 2012
Air Command and Staff College 2009
University of Nevada, Reno: B.S. Degree in Civil Engineering 1993

PROFESSIONAL CERTIFICATIONS

CALIFORNIA Professional Engineer LICENSE 056750 | NEVADA Professional Engineer LICENSE 012945

FEMA ICS 100, 200, 700 and 800
Lean Six/Sigma Greenbelt 40hr Certification
Facility Operator Certification for Utility Systems (FOCUS) Certified

AWARDS

Nevada Military Department Drennan Clark Order of Nevada Award
Federal Energy and Water Management Award
Nevada Air National Guard Diversity Champion Award
Adjutant General's Silver Sentinel Award
Commander's Recognition of Excellence Award
Builder's Association of Western Nevada, **Life Director**
American Planning Association 2003 Convention Presenter
Builders Association of Western Nevada—**Builder Member of the Year**
Elmer H. Anderson Park Excellence Award for Steinheimer Park—Neighborhood Park
Carson City Chamber of Commerce Contribution to Commerce Award—Millennium at State Street
Washoe County Excellence in Environmental Design—Lake Country Estates, Incline Village

COMMUNITY INVOLVEMENT

Nevada Air National Guard Diversity Council, **Chairman**
NGAUS 2012 Conference Administration Committee, **Chair**
Carson High School Accreditation Steering Committee
Nevada Air National Guard Strategic Communications Committee, **President**
Carson City Citizens Ad Hoc Committee to Study Support of Public Safety Services
National Director, National Association of Home Builders
Carson City Utility Rate Advisory Committee and Carson City Sign Ordinance Review Committee
Lyon County Title 10/Title 11 Rewrite Committee
Carson City Board of Appeals, UBC, UFC, UPC
Carson City One Stop Committee/Building Department Fund Oversight
Carson City Zoning Ordinance Committee
Carson City Parks and Recreation Commission, **Chairman**
Builders Association of Western Nevada, **President**

March 14, 2019

Glen A. Martel

██████████
Carson City, NV 89703
██████████
██████████

Dear Human Resource Department of Gardnerville,

After reviewing the job posting for Gardnerville Town Manager, I am eager to submit my resume for consideration for this opportunity. I am not only intrigued by Gardnerville's community focus, but I am encouraged by the emphasis shown by the town in developing its Strategic Plan emphasizing economic development while increasing access to amenities and actively seeking efficiencies. My diverse experiences as a proactive commander, project manager and professional engineer for organizations which foster transformational development and evolution, make me an excellent candidate for this position.

I applaud the citizens of Gardnerville for their efforts and planning, and recognize that such cross-organizational cooperation is not an easy endeavor. I am confident my proficiency with large team leadership, currently 450 airmen, and ability to develop collaborative relationships across complex organizations are exceptional attributes for a successful Town Manager. These experiences, combined with my previous work on city/county committees and boards will allow me to promptly, yet proactively, engage with internal and external stakeholders in support of realizing the town's future: especially as it relates to the cooperative Plan for Prosperity.

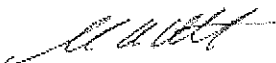
As Gardnerville evolves, solutions to unforeseen challenges will need to be identified through inclusive and agile interactions. I have had the pleasure of working on diverse teams, militarily, internationally and organizationally and realize that clear communications and respect for input from all team members leads to finding optimal solutions. Key to success in each of these instances was the ability to develop effective relationships through trust and mutual respect.

My ability to analyze and evaluate the tough discussions, see across the strategic arena and provide actionable alternatives has been recognized by leadership. These abilities will be useful as the town looks to update codes and processes, secure adequate funding for planned capital improvements/maintenance, and achieve common goals for its residents, businesses and visitors; all while promoting transparency and accountability.

I realize that any success I have experienced, personally or professionally, has been the result of a team effort. Gardnerville clearly has an established record of civic mindedness, stability and achievement with a commendable focus on empowering its heritage. I am thrilled with the prospect of becoming a member of its professional staff and working with my fellow citizens to preserve Gardnerville's history of delivering exemplary customer service to constituents while making intelligent decisions today that secure a prosperous future.

I look forward to discussing this opportunity in person and elaborating on how my skills and experiences will be of exceptional value to Gardnerville in achieving its ultimate potential.

Thanking you in advance,



Glen A. Martel, MBA, PE



STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES
 555 WRIGHT WAY
 CARSON CITY, NEVADA 89711
 (775) 684-4368

RECORD REQUEST

02-27-2019

Web Transaction Confirmation Number: 0127760455

DLN/ID: [REDACTED] State of Record: NV
 Name: MARTEL, GLEN ALLEN DOB: [REDACTED]
 Sex: [REDACTED] Height: [REDACTED] Weight: [REDACTED] Hair: [REDACTED] Eye: [REDACTED]
 Mailing Address: [REDACTED] CARSON CITY, NV, 89703-9444
 Physical Address: [REDACTED] CARSON CITY, NV, 89703-9444
 CDL Status: ELG NCDL Status: LIC

License Listing:

Report Type: 10 Years

Lien Type	Class	Status	Permit	Issue Date	Exp date	Endorsement
NCDL	C	VALID	NORMAL	08-08-2017	09-03-2021	

Restriction Details: N/A

Withdrawal Listing:

Wdrl Type	Court Code	Case/Citation #	Begin Date	End Date	Status	RSN	St.	NCDL Reinst Dt	CDL Reinst Dt
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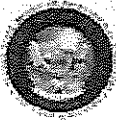
NO WITHDRAWALS ON FILE

Conviction Listing:

Demerit Points: 0

Cite Date	Conv Date	State	Court	Viol Code	Off Ty	CMV Off	Haz Mat	Citation Number
01-31-2014	04-08-2014	NV	147	410	M34	NO	NO	H00166375

End of the Driver History Printout

**STATE OF NEVADA***Board of Professional Engineers & Land Surveyors*THIS IS TO CERTIFY THAT THE PERSON NAMED BELOW IS
LICENSED TO PRACTICE IN THE STATE OF NEVADA.

LICENSEE'S SIGNATURE ON BACK

Glen A. Martel**Carson City, NV 89703**LIC. NO.
012945DISCIPLINE
CEEXPIRATION DATE
12/31/2019

Remove your new Pocket Certificate from the receipt portion and carry it with you at all times.

Board for Professional Engineers, Land Surveyors, and Geologists
2535 Capitol Oaks Drive, Suite 300
Sacramento, CA 95833-2944
916 263-2222

05/30/17

05/30/17

CUT HERE

CUT HERE



BOARD FOR PROFESSIONAL ENGINEERS,
LAND SURVEYORS, AND GEOLOGISTS
2535 CAPITOL OAKS DRIVE, SUITE 300
SACRAMENTO, CA 95833-2944
916 263-2222



CUT HERE

I M P O R T A N T

1. Please include your Certificate Number on any correspondence to this office.
2. Notify the Board of any name or address change in writing.
3. Report any loss of this Certificate immediately in writing to the Board.
4. Please sign and carry the Pocket Certificate with you.
5. Please laminate your Certificate to avoid deterioration.

GLEN ALLEN MARTEL

CERTIFICATE NO.
C 56750**CIVIL ENGINEER****GLEN ALLEN MARTEL****CARSON NV 89703**EXPIRATION
06/30/19

Signature

RECEIPT NO.

71492032

CERTIFICATE NO.

EXPIRATION DATE

RECEIPT NO.

C 56750

06/30/19

71492032

This is your receipt. Please save for your records.

PPRC 04/27/11

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT

ANY ALTERATIONS IN SHADED
AREAS RENDER FORM VOID

DD FORM 214
1 JUL 79

PREVIOUS EDITIONS OF THIS
FORM ARE OBSOLETE

CERTIFICATE OF RELEASE OR DISCHARGE
FROM ACTIVE DUTY

1. NAME (Last, first, middle) MARTEL GLEN ALLEN		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE--REG AF		3. SOCIAL SECURITY NO. [REDACTED]
4a. GRADE, RATE OR RANK SRA	4b. PAY GRADE E4	5. DATE OF BIRTH [REDACTED]	6. PLACE OF ENTRY INTO ACTIVE DUTY OAKLAND CA	
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 319 AMS (SAC)			8. STATION WHERE SEPARATED GRAND FORKS AFB ND	
9. COMMAND TO WHICH TRANSFERRED ANG, STATE OF CALIFORNIA			10. SGLI COVERAGE AMOUNT \$ 50,000 <input type="checkbox"/> NONE	

11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years) 32853, ELECTRONIC WARFARE SYSTEMS SPECIALIST, 03 YEARS//	12. RECORD OF SERVICE			
	a. Date Entered AD This Period	1984	JAN	27
	b. Separation Date This Period	1987	MAR	24
	c. Net Active Service This Period	03	01	28
	d. Total Prior Active Service	00	00	00
	e. Total Prior Inactive Service	00	02	10
	f. Foreign Service	00	00	00
	g. Sea Service	00	00	00
	h. Effective Date of Pay Grade	1987	JAN	27
i. Reserve Oblig. Term. Date	1990	JAN	26	

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
AIR FORCE ACHIEVEMENT MEDAL/AIR FORCE GOOD CONDUCT MEDAL/AIR FORCE TRAINING RIBBON/
BASIC AIRCRAFT AND MUNITIONS MAINTENANCE BADGE//

14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)
E3ABR32833-007 ELECTRONIC WARFARE SYSTEMS SPECIALIST, 40 WEEKS, JAN 1985/J4AMF00066-
035 AIR FORCE MAINTENANCE DATA COLLECTION SYSTEM, 1 WEEK, MAY 1985/J4AMF32873-166
ELECTRONIC WARFARE ORGANIZATIONAL MAINTENANCE TECHNICIAN (B-52C/H), 2 WEEKS, AUG 1985/
J4AMF30050-005 ADVANCED DIGITAL TECHNIQUES, 3 WEEKS, APR 1986/NCO PREPA-(SEE REMARKS)

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM ☒ YES ☐ NO
16. HIGH SCHOOL GRADUATE OR EQUIVALENT ☒ YES ☐ NO
17. DAYS ACCRUED LEAVE PAID -14.0=

18. REMARKS CONTINUOUS ACTIVE MILITARY SERVICE DATE: 27 JANUARY 1984//ITEM 14: RATORY
COURSE, 2 WEEKS, OCT 1986/J4AMF00066-057 MAINTENANCE INTEGRATED DATA ACCESS SYSTEM
(MIDAS) (B-1B), 1 WEEK, NOV 1986/J4AMF323X3-001 DEFENSIVE AVIONICS SYSTEM MAINTENANCE
INTRODUCTION (B-1B), 4 WEEKS, FEB 1987//MEMBER WAS EITHER NOT PROVIDED A COMPLETE
DENTAL EXAMINATION, OR ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WERE NOT
PROVIDED WITHIN 90 DAYS PRIOR TO SEPARATION, OR BOTH//---NOTHING FOLLOWS---

19. MAILING ADDRESS AFTER SEPARATION

CARSON CITY NV 89701

20. MEMBER REQUESTS COPY 6 BE

SENT TO CA DIR OF VET
AFFAIRS ☒ YES ☐ NO

21. SIGNATURE OF MEMBER BEING SEPARATED

Glen Allen Martel

22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL
AUTHORIZED TO SIGN

G. R. Schmit

G. R. SCHMIT, 2d Lt, USAF
Chief, Quality Force

MEMBER-1

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) MARTEL GLEN ALLEN
2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-ANGUS
3. SOCIAL SECURITY NUMBER [REDACTED]

4a. GRADE, RATE OR RANK LTC
b. PAY GRADE O5
5. DATE OF BIRTH (YYYYMMDD) [REDACTED]
6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) N/A

7a. PLACE OF ENTRY INTO ACTIVE DUTY CARSON CITY NV
b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) CARSON CITY NV

8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND NEVADA ANG HQ (NGS)
b. STATION WHERE SEPARATED CARSON CITY CTY

9. COMMAND TO WHICH TRANSFERRED ANG, State of Nevada

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)
038F1. MANPOWER, 7 MONTHS

12. RECORD OF SERVICE	YEAR(S)	MONTHS(S)	DAY(S)
a. DATE ENTERED AD THIS PERIOD	2010	DEC	03
b. SEPARATION DATE THIS PERIOD	2011	JUL	23
c. NET ACTIVE SERVICE THIS PERIOD	00	07	21
d. TOTAL PRIOR ACTIVE SERVICE	04	09	18
e. TOTAL PRIOR INACTIVE SERVICE	22	02	28
f. FOREIGN SERVICE	00	05	24
g. SEA SERVICE	00	00	00
h. INITIAL ENTRY TRAINING			
i. EFFECTIVE DATE OF PAY GRADE	2010	JUL	19

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
Meritorious Service Medal with 1 oak leaf cluster, Air Force Commendation Medal with 3 oak leaf clusters, Air Force Achievement Medal with 2 oak leaf clusters, AF Outstanding Unit Award with 3 oak leaf clusters, AF Good Conduct Medal with 1 oak leaf cluster, Air Reserve Forces Meritorious Service Medal with 3 oak leaf clusters. //See Remarks//

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
NONE.

15a. COMMISSIONED THROUGH SERVICE ACADEMY

b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)

c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If yes, years of commitment:)

16. DAYS ACCRUED LEAVE PAID 0
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION

18. REMARKS

ITEM 13: National Defense Service Medal with 1 service star, Global War On Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Air Force Expeditionary Service Ribbon with Gold Border, AF Longevity Service with 3 oak leaf clusters, Armed Forces Reserve Medal with 1 'M' Device with 1 hourglass device, USAF NCO PME Graduate Ribbon, Small Arms Expert Marksmanship Ribbon (Rifle), AF Training Ribbon with 1 oak leaf cluster. Member served on Active Duty in support of Operation ENDURING FREEDOM IAW 10 USC 12301 (D) at Reno, NV from 3 Dec 10 to 23 Jul 11. Member served overseas at Arifjan Kuwait from 21 Dec 10 to 15 Jun 11.

NOTHING FOLLOWS

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.

19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)

CARSON CITY NV 89703-9444

b. NEAREST RELATIVE (Name and address - include ZIP Code)

DONALD MARTEL
4690 W FIR ST
SILVER SPRINGS NV 89429

20. MEMBER REQUESTS COPY 5 BE SENT TO (Specify state/locality) NV OFFICE OF VETERANS AFFAIRS
X YES NO

a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)
X YES NO

21a. MEMBER SIGNATURE MEMBER NOT AVAILABLE TO SIGN	b. DATE (YYYYMMDD) N/A	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) CAC/PMI SIGNED BY: KIMBERLIN, PAMELA, SUSAN, 1159059401 PAMELA SUSAN KIMBERLIN, MSGT, NCOIC CUSTOMER SERVICE Aug 18 2011 10:49:27:000AM CAC Serial Number: 143805 IssuerCN: DOD CA-25	b. DATE (YYYYMMDD) 20110818
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SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION
RELEASE FROM ACTIVE DUTY
24. CHARACTER OF SERVICE (Include upgrades)
HONORABLE

25. SEPARATION AUTHORITY
AFI 38-3207
26. SEPARATION CODE
N/A

22. NARRATIVE REASON FOR SEPARATION
COMPLETION OF REQUIRED ACTIVE SERVICE
27. REENTRY CODE
NOT APPLICABLE

28. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)
NONE
30. MEMBER REQUESTS COPY 4 (initials) N/A

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle)
MARTEL GLEN ALLEN

2. DEPARTMENT, COMPONENT AND BRANCH
AIR FORCE-ANGUS

3. SOCIAL SECURITY NUMBER
[REDACTED]

4a. GRADE, RATE OR RANK
LTC

b. PAY GRADE
O5

5. DATE OF BIRTH (YYYYMMDD)
[REDACTED]

6. RESERVE OBLIGATION TERMINATION DATE
(YYYYMMDD) N/A

7a. PLACE OF ENTRY INTO ACTIVE DUTY
RENO NV

b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)
CARSON CITY NV

8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND
NEVADA ANG HQ (NGS)

b. STATION WHERE SEPARATED
CARSON CITY CTY

9. COMMAND TO WHICH TRANSFERRED
ANG, State of Nevada

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)
32E3G, CIVIL ENGINEER, GENERAL ENG, 6 MONTHS

12. RECORD OF SERVICE

	YEAR(S)	MONTH(S)	DAY(S)
a. DATE ENTERED AD THIS PERIOD	2009	SEP	22
b. SEPARATION DATE THIS PERIOD	2010	APR	15
c. NET ACTIVE SERVICE THIS PERIOD	00	06	24
d. TOTAL PRIOR ACTIVE SERVICE	04	02	15
e. TOTAL PRIOR INACTIVE SERVICE	21	07	20
f. FOREIGN SERVICE	00	00	00
g. SEA SERVICE	00	00	00
h. INITIAL ENTRY TRAINING			
i. EFFECTIVE DATE OF PAY GRADE	2010	JUL	19

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
Meritorious Service Medal with 1 oak leaf cluster, Joint Service Commendation Medal, Air Force Commendation Medal with 3 oak leaf clusters, Air Force Achievement Medal with 2 oak leaf clusters, AF Outstanding Unit Award with 3 oak leaf clusters, AF Good Conduct Medal with 1 oak leaf cluster, Air Reserve Forces Meritorious Service //See Remarks//

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
NONE.

15a. COMMISSIONED THROUGH SERVICE ACADEMY

X YES NO

b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)

YES X NO

c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If yes, years of commitment:)

YES X NO

16. DAYS ACCRUED LEAVE
PAID 0

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION

YES NO
X

18. REMARKS

ITEM 13: Medal with 3 oak leaf clusters, National Defense Service Medal with 1 service star, Global War On Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Air Force Expeditionary Service Ribbon with Gold Border, AF Longevity Service with 3 oak leaf clusters, Armed Forces Reserve Medal with 1 "M" Device with 1 hourglass device, USAF NCO PME Graduate Ribbon, Small Arms Expert Marksmanship Ribbon (Rifle), AF Training Ribbon with 1 oak leaf cluster, Member on AD as an AGR in accordance with Title 32, U.S.C. 502(f) from 22 Sep 09 to 15 Apr 10.

NOTHING FOLLOWS

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.

19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)

CARSON CITY NV 89703-9444

b. NEAREST RELATIVE (Name and address - include ZIP Code)

DONALD MARTEL
4690 W FIR AVE
SILVER SPRINGS NV 89429

20. MEMBER REQUESTS COPY 5 BE SENT TO (Specify state/locality) NV OFFICE OF VETERANS AFFAIRS

X YES NO

a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)

X YES NO

21a. MEMBER SIGNATURE

b. DATE
(YYYYMMDD)
N/A

MEMBER NOT AVAILABLE TO SIGN

22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)
CACIPKI SIGNED BY KIMBERLIN.PAMELA.SUSAN.1158059401
PAMELA SUSAN KIMBERLIN, MSGT, NCOIC CUSTOMER SERVICE Aug 18 2011
10:47:10:000AM
CAC Serial Number: 145805 IssuerCN: DOD CA-23

b. DATE
(YYYYMMDD)
20110815

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION
RELEASE FROM ACTIVE DUTY

24. CHARACTER OF SERVICE (include upgrades)
HONORABLE

25. SEPARATION AUTHORITY
AFI 36-3207

26. SEPARATION CODE
N/A

28. NARRATIVE REASON FOR SEPARATION

COMPLETION OF REQUIRED ACTIVE SERVICE

29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)
NONE

27. REENTRY CODE
NOT APPLICABLE

DD FORM 214, AUG 2009

PREVIOUS EDITION IS OBSOLETE

MEMBER-4

30. MEMBER REQUESTS COPY 4
(Initials) N/A

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)
 P O BOX 218
 Minden, Nevada 89423
 (775) 782-9860
<http://www.douglascountynv.gov>
Nilssen, Erik H
18/19-00128 GARDNERVILLE TOWN MANAGER

Received: 2/26/19 10:43 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

GARDNERVILLE TOWN MANAGER

EXAM ID#:

18/19-00128

NAME: (Last, First, Middle)

Nilssen, Erik H

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State, Zip Code)

_____, Minden, Nevada 89423

EMAIL ADDRESS:

HOME PHONE:

ALTERNATE PHONE:

NOTIFICATION PREFERENCE:

Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day, Evening, Weekends, On Call (as needed)

OBJECTIVE:

EDUCATION

DATES:

From: 1/2016 To: 12/2018

SCHOOL NAME:

University of Nevada Reno

LOCATION: (City, State)

Reno, Nevada

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR:

Public Administration

UNITS COMPLETED:

36 - Semester

DATES:

From: 8/2005 To: 12/2010

SCHOOL NAME:

Arizona State University

LOCATION: (City, State)

Tempe, Arizona

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Civil Engineering

UNITS COMPLETED:

60 - Semester

DATES:

From: 8/1998 To: 8/2002

SCHOOL NAME:

Weber State Univeristy

LOCATION: (City, State)

Ogden, Utah

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Applied Environmental Geosciences/Math

UNITS COMPLETED:

144 - Semester

WORK EXPERIENCE

DATES:

From: 6/2012 To: Present

EMPLOYER:

Douglas County

POSITION TITLE:

County Engineer

ADDRESS: (Street, City, State, Zip Code)

Minden, Nevada, 89423

COMPANY URL:

PHONE NUMBER:

SUPERVISOR:

Dave Lundergreen - Acting Community Development Director

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

OF EMPLOYEES SUPERVISED:

6

DUTIES:

- Responsible for civil plan review, approval, and construction inspection of all development.
- Managed administrative assistants, engineers, technicians, inspectors and storm water program manager.
- Provided recommendations and made presentations to the Board of County Commissioners and other boards and commissions on numerous engineering issues and development related projects.
- Charged with updating all of the County design standards and construction details. Wrote policy and procedures for inspection & testing, road closures, connection permits and street cuts.
- County lead on the implementation of the Lake Tahoe Total Maximum Daily Load (TMDL).
- Coordinated with numerous unincorporated towns, general improvement districts, and state agencies on construction projects and policy.

- Managed the budget of the Engineering Division of the Community Development Department. Monitored staffing levels and expenditures compared to fees collected.
- Managed capital projects relating to Community Development including bike paths, drainage, and storm water quality. Negotiated consultant contracts.
- Obtained numerous grants for studies, engineering designs, and construction projects. Applied for or obtained FEMA MAS, PDM, FHM, NRCS, NDSL, NDSP, and 391h Grants.

REASON FOR LEAVING:

Still Employed

DATES: From: 7/2007 To: 6/2012	EMPLOYER: City of Mesa	POSITION TITLE: Sr. Civil Engineer
ADDRESS: (Street, City, State, Zip Code) 20 East Main, Mesa, Arizona, 85211		COMPANY URL:
PHONE NUMBER: [REDACTED]	SUPERVISOR: Fred Rustam - Deputy City Engineer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 1	

DUTIES:

- Managed projects from preliminary scope through design and public bid. In charge of meeting tight project deadlines. Responsible for construction documents (plans) and project special provisions and technical specifications. The majority of projects (70%) were completed in house, additional large projects were consultant designed, and City managed. Projects included:
 1. Water system infrastructure with a total cost of over \$15.1 million. Projects included municipal wells, pressure reducing valves, flow control valves, and water mains with pipe diameters ranging between 8-inches and 108-inches.
 2. Wastewater infrastructure improvements with a total cost of over \$4.2 million. Projects included manhole rehabilitation, diversions structure rehabilitation, and wastewater infrastructure improvements with diameters ranging from 8-inches to 36-inches.
 3. Transportation infrastructure improvements with a total cost of over \$6.7 million. Projects included pavement overlay, reconstruction, bus shelters, bus pullouts, storm drain infrastructure, and crack seal.
 4. Parks, recreation, and commercial facilities improvements with a total cost of over \$3.4million. Projects included pool replastering, a 5,000 sf class room, park improvements, amphitheater lighting, roofing improvements, demolition of existing facilities, etc.
- Managed three American Recovery and Reinvestment Act (ARRA) projects, familiar with federal funding guidelines and requirements.
- Received sealed bids from general contractors and participated in bid openings.
- Supervisory position. Attended numerous training classes and supervised less technical staff
- Conducted public, prebid, and preconstruction meetings. Responded to contractor RFI.

REASON FOR LEAVING:

Raise and increase in responsibility with Douglas County. Did not want to raise my children in Phoenix.

DATES: From: 8/2005 To: 7/2007	EMPLOYER: City of Mesa	POSITION TITLE: City Plans Examiner - Civil
ADDRESS: (Street, City, State, Zip Code) 20 East Main, Mesa, Arizona, 85211		COMPANY URL:
PHONE NUMBER: [REDACTED]	SUPERVISOR: David Heinert - Sr. Civil Engineer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

- Reviewed proposed public works construction plans for private development to ensure City of Mesa Standards were followed.
- Areas of review included; proposed water and wastewater lines, streetlights, grading and drainage, streets, non-city utilities, final plats, and easement dedication documents.
- Issued right of way permits for private development.

REASON FOR LEAVING:

Increase in responsibility with the Engineering Department

DATES: From: 4/2003 To: 7/2005	EMPLOYER: Flood Control District of Maricopa County	POSITION TITLE: Hydrologist/Engineering Plans Reviewer
ADDRESS: (Street, City, State, Zip Code) Phoenix, Arizona, 85009		COMPANY URL:
PHONE NUMBER: [REDACTED]	SUPERVISOR: Amir Montamedi (Retired) - Hydrology/Hydraulics Branch Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 0	

DUTIES:

- Reviewed proposed private developments in unincorporated Maricopa County to ensure that County drainage and floodplain regulations were met.
- Experience in hydrology/hydraulics as far as flood plain delineation, erosion setbacks, FEMA coordination.

REASON FOR LEAVING:

Large raise and increase in responsibility with City of Mesa

CERTIFICATES AND LICENSES

TYPE: Professional Engineer	
LICENSE NUMBER: 21945	ISSUING AGENCY: Nevada State Board of Professional Engineers
TYPE: Professional Engineer - Civil	
LICENSE NUMBER: 48109	ISSUING AGENCY: Arizona Board of Technical Registration

TYPE: Certified Floodplain Manager	
LICENSE NUMBER:	ISSUING AGENCY: State Association of Floodplain Managers
TYPE: Water Rights Surveyor	
LICENSE NUMBER: 1304	ISSUING AGENCY: Nevada Division of Water Resources

Skills	
OFFICE SKILLS: Typing:45 Data Entry:0	
OTHER SKILLS:	
LANGUAGE(S): Spanish - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	

ADDITIONAL INFORMATION	
Nothing Entered For This Section	

REFERENCES		
REFERENCE TYPE: Professional	NAME: Larry Werner	POSITION: County Manager (Retired)
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Minden, Nevada 89423		
EMAIL ADDRESS:		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Carl Ruschmeyer	POSITION: Public Works Director (Retired)
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Round Hill, Nevada 89448		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Tom Dallaire	POSITION: Town of Gardnerville Manager
ADDRESS: (Street, City, State, Zip Code) [REDACTED] Minden, Nevada 89423		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
Yes
2. **Are you related to a current or former employee of Douglas County?**
No
3. **If yes, please list name(s), and departments where employed:**
I am employed in the Community Development Department
4. **Have you ever been discharged or terminated from any place of employment?**
No
5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No
6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**
7. **How were you referred?**
Douglas County Employee

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions

- 1. What is your highest level of completed education?**
Master's Degree or Higher
- 2. If you selected a degree is it in any of the following majors?**
Engineering
- 3. How many years of professional level analytical or management support experience do you possess?**
7 years
- 4. How many years of supervisory experience do you possess?**
5 years or more
- 5. How many years of experience do you possess developing budgets?**
5 years or more
- 6. Describe your budget experience and how large the budgets were that you worked with?**
I am responsible for the annual preparation of the engineering division's budget in the community development department of Douglas County. The budget included forecasting revenues and projecting expenses. The annual budget of the engineering division is small, around one million dollars unless large capital projects expenditures were required for the year. I have also managed large capital projects, up to \$33 million. I am comfortable negotiating contracts for services and supplies.
- 7. How many years of experience do you possess writing and submitting Grants?**
5 or more years
- 8. Please list the projects you wrote successful grants for and you managed them through completion.**
I have been successful in obtaining numerous grants for Douglas County. I was charged with the implementation of the Lake Tahoe Total Maximum Daily Load (TMDL). I recently completed the Lower Kahle Stormwater Quality Basin (\$1.1 million) and the Burke Creek Restoration. I obtained numerous grants for drainage studies including the Johnson Lane Area Drainage Master Plan (\$250k), Pinenut Creek LOMR (\$90k) and the Alpine View Estates Flood Study (\$90k). I completed the Martin Slough Trailhead on Buckeye Road (\$250k) and have been working with the Towns of Gardnerville and Minden to complete the 2.6 mile Martin Slough Multi Modal Path. Other grants I have been working on include the recently completed culvert expansion on US 395 by MGSD and a culvert expansion on SR88 by Cottonwood Slough.
- 9. How many years of event management experience do you possess?**
5 or more years
- 10. Briefly describe your experience with event management.**
I have had to work on several events during my tenure as County Engineer. Annually we host a flood awareness week event at the Douglas County Community Center. We partner with different agencies (Army Corps, FEMA, National Weather Service, Carson Water Subconservancy) to provide updated floodplain maps to residents and respond to questions regarding flood insurance. I have also worked on projects such as the Transportation Master Plan Update and the Johnson Lane Area Drainage Master Plan which required numerous public meetings and outreach. I am also responsible for review of all the County Outdoor Festival Permits which are submitted to the clerk/treasurer for review.
- 11. Briefly describe your experience with any data base software or work order programs that you have used in your past jobs, related to work orders, or GIS data, demographic data and collection, or personnel evaluations, etc.?**
I am familiar with GIS Software and the County's GIS viewer. I have used Douglas County's NeoGov software for annual personal evaluations. Although my knowledge is basic, I have used Douglas County's New World Systems for financial tracking and annual budgeting. Numerous County Applications are tracked by Microsoft Access and I am comfortable with its usage.
- 12. How many years of experience do you possess reporting to a Board?**
5 years or more
- 13. Are you willing to work nights and weekends?**
Yes
- 14. In addition to completing the application, did you attach a Cover Letter that describes why you are interested and what makes you qualified for the Town Manager position with the Town of Gardnerville?**
Yes
- 15. Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?**
Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I

Erik Nilssen, P.E., M.P.A.

Minden, NV 89423

February 26, 2019

Linda Slater
Chair Woman
Town of Gardnerville Board
1407 HWY 395, Gardnerville, NV 89410

Dear Ms. Slater:

The Town of Gardnerville has accomplished many things during Tom Gallaire's time as manager. Significant Public Works Projects have been completed such as the Main Street Station, Helwinkle Bike Path, and Parks Upgrades. The recently adopted plan for prosperity is a guide to for the Town's future. Main Street Gardnerville is a partnership envied throughout the state. I believe I can utilize my local knowledge and partnerships to continue the positive direction in which the Town is headed.

Over the past seven years I have served as the County Engineer of Douglas County, Nevada. The position of County Engineer is a very visible position within the local government and I have significant experience dealing with boards, commissions, and the public. I have a strong public presence and feel I would be well suited to help the board implement their goals and policies. Beginning with the first Douglas County Engineer in 1958 the average tenure has been four years. I am the longest tenured county engineer in the history of the county which is a testament to my ability to handle difficult political conditions and complex problems. I have also supervised seven direct reports during my time with the county and over have only had one employee resign her position.

I have also worked for the City of Mesa, Arizona as a Sr. Civil Engineer. Although not as recognizable, with over 450,000 residents the City of Mesa is larger than Miami, Minneapolis, Saint Louis, and Cleveland. The incorporated land area is over 130 square miles meaning there was a large volume, variety, and complexity of public works improvement projects to design and construct. The annual Capital Improvement Project budget in the city was between 120 and 180 million dollars.

I have completed a Master's Degree in Public Administration which has taught me many theories in public policy, leadership, administration, and budgeting. I possess a sense of humor, exceptional customer service skills, an attitude and a style that supports teamwork, collaboration and partnering relationships are essential attributes to how I deal with others. I believe the town manager should think beyond the situation under review, be flexible within reason, work closely with other departments and agencies to anticipate problems before they develop. I have a knowledge of the Town/County dynamic, established relationships with other local agencies such as NCOI, Gardnerville Water Company, and MGSD. I have worked closely with Town of Gardnerville Staff on numerous projects. My knowledge of the Town's operations will allow me to assume the manager's duties of with minimal training. Please call me at [REDACTED] to further discuss the opportunity with the Town of Gardnerville.

Sincerely,



Erik Nilssen

County Engineer

Erik Hatfield Nilssen, P.E., M.P.A.

Minden NV 89423,

Certifications

- ♦ Registered Professional Civil Engineer (P.E.) – Arizona State Board of Technical Registration #48109
Nevada Board of Professional Engineers #21945
- ♦ Certified Floodplain Manager
- ♦ Nevada Water Rights Surveyor #1304

Education

University of Nevada Reno – Reno, Nevada

Master's in Public Administration – Related Classes: Public Administration, Seminar in Public Policy, Leadership in Public Organizations, Environmental Law, Public Personnel Administration and Public Policy Analysis.

Arizona State University – Tempe, Arizona

Bachelor of Science in Civil Engineering – Related Classes: Transportation Engineering, Structural Engineering, Urban Water System Design, Hydrology, Environmental Engineering and Civil Engineering Materials.

Weber State University – Ogden, Utah

Bachelor of Science in Applied Environmental Geosciences, Minor in Mathematics – Related Classes: Introduction to Computer Mapping and GIS, Technical Applications in GIS, Remote Sensing I, Remote Sensing II, Advanced Digital Image Processing, Independent Research in GIS, Earth Materials and Water Resources.

Professional Experience

County Engineer

June 2012-Present

Douglas County, Minden Nevada

- ♦ Responsible for civil plan review, approval, and construction inspection of all development.
- ♦ Managed administrative assistants, engineers, technicians, inspectors and storm water program manager.
- ♦ Provided recommendations and made presentations to the Board of County Commissioners and other boards and commissions on numerous engineering issues and development related projects.
- ♦ Charged with updating all of the County design standards and construction details. Wrote policy and procedures for division and updated County Code.
- ♦ County lead on the implementation of the Lake Tahoe Total Maximum Daily Load (TMDL).
- ♦ Coordinated with numerous unincorporated towns, general improvement districts, and state agencies on construction projects and policy.
- ♦ Managed the budget of the Engineering Division of the Community Development Department. Monitored staffing levels and expenditures compared to fees collected.
- ♦ Managed capital projects relating to Community Development including bike paths, drainage, and storm water quality. Negotiated consultant contracts.
- ♦ Obtained numerous grants for studies, engineering designs, and construction projects. Applied for or obtained FEMA MAS, PDM, FHM, NRCS, NDSL, NDSP, and 391h Grants.

Sr. Civil Engineer/Civil Engineer**August 2007-June 2012****City of Mesa, Mesa Arizona**

- ♦ Managed fifty projects from preliminary scope through design and public bid. In charge of meeting tight project deadlines. Responsible for construction documents (plans) and project special provisions and technical specifications. The majority of projects (70%) were completed in house, additional large projects were consultant designed, and City managed. Projects included:
 1. Water system infrastructure with a total cost of over \$15.1 million. Projects included municipal wells, pressure reducing valves, flow control valves, and water mains with pipe diameters ranging between 8-inches and 108-inches.
 2. Wastewater infrastructure improvements with a total cost of over \$4.2 million. Projects included manhole rehabilitation, diversions structure rehabilitation, and wastewater infrastructure improvements with pipe diameters ranging from 8-inches to 36-inches.
 3. Transportation infrastructure improvements with a total cost of over \$6.7 million. Projects included pavement overlay, reconstruction, bus shelters, bus pullouts, storm drain infrastructure, and crack seal.
 4. Parks, recreation, and commercial facilities improvements with a total cost of over \$3.4 million. Projects included pool replastering, a 5,000 sf class room, park improvements, amphitheater lighting, roofing improvements, walls, demolition of existing facilities, etc.
- ♦ Received sealed bids from general contractors and participated in bid openings.
- ♦ Conducted public, presubmittal, prebid, and preconstruction meetings. Responded to contractor RFI.
- ♦ Consultant evaluation and selection. Negotiated design contracts with consulting firms.
- ♦ Civil Engineer August 2007- July 2009, Promoted to Sr. Civil Engineer July 2009

City Plans Examiner**August 2005-August 2007****City of Mesa, Mesa Arizona**

- ♦ Reviewed proposed public works construction plans for private development to ensure City of Mesa Standards were followed.
- ♦ Areas of review included; proposed water and wastewater lines, streetlights, grading and drainage, streets, non-city utilities, final plats, and easement dedication documents.
- ♦ Issued right of way permits for private development.

Hydrologist April 2003-July 2005**Flood Control District of Maricopa County, Phoenix Arizona**

- ♦ Reviewed proposed private developments in unincorporated Maricopa County to ensure that County drainage and floodplain regulations were met.
- ♦ Experience in hydrology/hydraulics as far as flood plain delineation, erosion setbacks, FEMA coordination.