

CITY OF ELY

501 Mill Street Ely, Nevada 89301

City Hall (775) 289-2430

Cityofelynv.gov

August 27, 2026

City of Las Vegas Fire Department
495 S. Main St.
Las Vegas, NV 89101

Dear City of Las Vegas Fire Department,

The Ely City Council would like to thank you for your incredible help during the Ward Fire. Your commitment helped protect our residents, support our community and fire station operations, and provided critical backup that helped keep the City of Ely safe. Beyond your operational support, you took the time to speak with residents, answer their questions, and help them prepare their homes and properties for the threat of wildfire.

Your professionalism, hard work, and willingness to serve made a tremendous difference during a challenging time and contributed to a very positive outcome for our community.

With much gratitude,

Mayor Nathan Robertson

Councilwoman Michelle Yeoman

Councilman Terrill Trask

Councilman Dennis Perea

Councilwoman Melody Van Camp

Councilwoman Jerri Lynn Williams-Harper



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Clark County Fire Department
500 S. Grand Central Pkwy
Las Vegas, NV 89155

Dear Clark County Fire Department,

The Ely City Council would like to thank you for your incredible help during the Ward Fire. Your commitment helped protect our residents, support our community and fire station operations, and provided critical backup that helped keep the City of Ely safe. Beyond your operational support, you took the time to speak with residents, answer their questions, and help them prepare their homes and properties for the threat of wildfire.

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Henderson Fire Department
240 S. Water St.
Henderson, NV 89015

Dear Henderson Fire Department,

The Ely City Council would like to thank you for your incredible help during the Ward Fire. Your commitment helped protect our residents, support our community and fire station operations, and provided critical backup that helped keep the City of Ely safe. Beyond your operational support, you took the time to speak with residents, answer their questions, and help them prepare their homes and properties for the threat of wildfire.

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Mayor Nathan Robertson

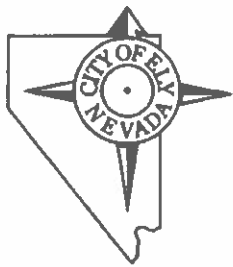
Councilwoman Michelle Yeoman

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North Las Vegas Fire Department
4040 Losee Road
North Las Vegas, NV 89030

Dear North Las Vegas Fire Department,

The Ely City Council would like to thank you for your incredible help during the Ward Fire. Your commitment helped protect our residents, support our community and fire station operations, and provided critical backup that helped keep the City of Ely safe. Beyond your operational support, you took the time to speak with residents, answer their questions, and help them prepare their homes and properties for the threat of wildfire.

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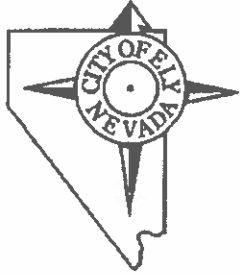
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Treasurer

FLSA Status: Exempt

Safety Sensitive: Yes

Created: 06/05/2025

Revised: 08/20/2026

DEFINITION: The city treasurer acts as chief financial officer preparing financial statements and records, developing procedures for financial control. (Ord. 539, 12-21-1999; amd. Ord. 732, 2020)

DISTINGUISHING CHARACTERISTICS: This position is appointed by the mayor with the advice and consent of the city council. (Ord. 539, 12-21-1999; amd. Ord. 732, 2020)

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

The following is used as a partial description and is not restrictive to duties required:

- Performs all duties required by Nevada statutes and as prescribed by city ordinance and resolution.
- Manages and coordinates the operations of the finance department including accounts payable, revenue collection; and investments. Responds to customer complaints and inquiries; establishes department policies, goals and objectives.
- Prepares and interprets financial records; reconciles asset and liability accounts to source documents; performs fund analysis of expense and revenue accounts; prepares financial statements on a monthly basis; compiles annual financial statement; prepares special financial reports as necessary.
- Performs cost control activities, monitors revenues and expenditures in consultation with other appointed officials and department heads to assure sound fiscal control. Assures effective and efficient use of budgeted funds.
- Prepares preliminary and final city annual budget. Prepares annual budget for revenues and other funds. Compiles the final annual city budget for submission to the department of taxation, mayor, and city council for approval and use for next fiscal year.
- Provides expenditure data monthly to department heads to assist them in compiling their annual budgets.
- Ensuring investments are properly collateralized and that financial control procedures are implemented in coordination with appointed officials and department heads.
- Advises the mayor, city council, and city clerk of current and future city financial status. (Ord. 539, 12-21-1999; amd. Ord. 732, 2020)

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

The City of Ely is an equal opportunity provider and employer.

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

A degree from an accredited college or university with major course work in public administration or a related field and three years of increasingly responsible managerial, supervisory, or administrative experience in the fields of records management, office management, or a related field; preferably in municipal government, two years of which included administrative and supervisory experience.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal/external customers; strength and stamina to sit for long periods of time and to perform occasional light lifting, reaching, bending, and standing for long periods. Coordination, vision, and dexterity for use of computer terminals. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public. Maintain regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed



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10/01/2026

City of Ely – Treasurer Position Announcement

The **City of Ely** is seeking qualified applicants for the position of **Treasurer**. This is a **full-time, exempt** position beginning **March 1, 2027**.

Position Overview

The Treasurer is responsible for overseeing the City's financial operations, including accounting, budgeting, financial reporting, and safeguarding public funds. The ideal candidate will demonstrate strong financial management skills, attention to detail, and the ability to work collaboratively with city leadership and staff.

Benefits Package

The City of Ely offers a comprehensive benefits package, including:

- Health, dental, and vision insurance
- City pays **80% of health, dental, and vision insurance premiums**
- City pays **100% of Term Life Insurance premiums**
- City pays **100% retirement contribution** to the **Nevada Public Employee Retirement System (PERS)**

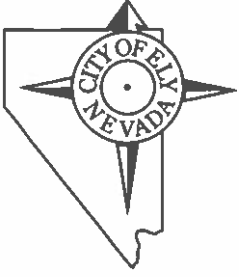
Paid Time Off

- **2 weeks of vacation leave**
- **2 personal days**
- **Sick leave** (accrued according to City policy)
- **13 paid holidays**

Applications may be obtained from the City of Ely's website at <http://www.cityofelynv.gov>. Please email your completed application and resume to mail to: hrdirector@cityofelynv.gov.

Open until filled

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August 25, 2026

Re: Financial Impact to Appoint New Treasurer

The financial impact for the fiscal year 2027 on the four funds, General, Water, Sewer and Landfill Fund, that the treasurer wages are split equally, if a new city treasurer was appointed starting in March would be approximately \$9,000.00 each. This calculation includes salary and PERS contributions only, as the group insurance would not be available until June.

At this time, the General Fund's contingency fund would be able to cover this expense. The utility funds have more leeway in covering unexpected expenses of this amount.

Janette Trask, Treasurer