



invites your interest for the position of

GENERAL MANAGER

Incline Village/Crystal Bay, Nevada

RECRUITING SERVICES PROVIDED BY



THE DISTRICT

The Incline Village General Improvement District (IVGID), was established in 1961 by Washoe County under Nevada Revised Statute, Chapter 318 and chartered to provide water, sewer, trash and recreation services for the communities of Incline Village and Crystal Bay, Nevada. It is governed by an elected Board of Trustees which, acting on behalf of the electorate, sets policy and determines strategies for accomplishing its charter. Within the limits of the statutes, IVGID is empowered to determine what facilities and services it should offer that will preserve or enhance the general health, safety and welfare of the community.

The community is located on the north shore of Lake Tahoe and spread out over 5,000 acres with approximately 9,400 parcels in an unincorporated rural area of Washoe County that enjoys a variety of year-round amenities.

The Incline Village General Improvement District has approximately 750 year-round and seasonal employees. With an emphasis on the District's motto "One District, One Team", the General Manager leads and manages the Senior Leadership staff who are generally responsible for the Administration, Public Works, Parks and Recreation, Ski, Golf and Food and Beverage day-to-day operations.

OUR VISION

With a passion for quality of life and our environment, Incline Village General Improvement District will enhance the reputation of our community as an exceptional place to live, work, invest, and play.

THE POSITION

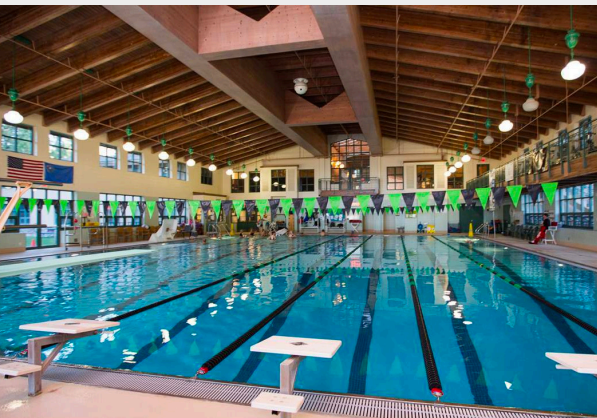
Under the general direction of the Board of Trustees, the General Manager assumes full responsibility for the operation and management of the Incline Village General Improvement District (IVGID). The General Manager is responsible for the implementation and efficient execution of District policies, procedures, resolutions and ordinances, as well as the oversight of the performance of IVGID's fifty plus million dollar annual budget.



QUALIFICATIONS

EXPERIENCE: A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required. Must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, administration, recreation, and marketing. Experience within a municipal, governmental, community based organization, or recreational service environment is helpful, though experience in senior leadership role within the private sector will also be considered. Experience reporting to a publically elected Board and providing public services subject to public scrutiny is preferred but not required.

EDUCATION: A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four-year college or university is required. A Master's Degree in Public Administration or Business Administration is strongly preferred.



RESPONSIBILITIES

- Oversees the operation and management of the District, including the oversight and control of all the District's property, activities, personnel, business and operations. The General Manager is the chief executive officer of IVGID, responsible for all services, programs, budgets and the overall operational and financial performance of the District.
- Applies Board established policies into day-to-day practices. Provides leadership and engages in strategic thinking to develop and implement operational goals, objectives, policies, capital improvements, programs and services while ensuring a customer-service oriented work environment that supports achieving the District's mission, plans, objectives, and values.
- Develops policy recommendations to present to Board of Trustees for approval. Implements policies and directives as set by the Board of Trustees. Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principles, Strategic Plans, Policies and Practices.
- Implements all personnel rules and regulations, recommends staffing levels and maintains authority to hire, discipline, or discharge employees as may be necessary to carry out District business. Maintains direct, day-to-day supervision over all District employees. Supervision includes the power to hire, fire, motivate, discipline, evaluate, promote, demote, transfer and train employees, subject to established personnel policies, union contracts, Board policy and generally accepted personnel practices. Provides leadership, mentorship and empowerment to direct reports, to include performance management and achievement of predetermined goals.
- Supports District managers with identifying day-to-day operating issues both departmentally and District-wide; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication. Participates in the development of departmental strategic management and business plans to achieve desired outcome as directed by the Board of Trustees.
- Negotiates and manages contracts and agreements to ensure oversight of deliverables, deadlines, contract terms and conditions to ensure compliance. This will include labor negotiations with identified union bargaining units. Directs staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material and other necessary contracts.
- Sets direction of the Senior Leadership Team, with preparation and administration of the annual operating budget, strategic planning, long range financial planning, and capital improvement programs for approval by the Board of Trustees.
- As supported and guided by the Board of Trustees, represents IVGID to the community, media and other entities, organizations, and government agencies at the local, regional, state and federal levels. Stays abreast of latest developments within the District, County and Region. Represents the District well in public and provides a positive, professional image.

IDEAL CANDIDATE

The ideal candidate will be a dynamic leader with extensive strategic management and exceptional communication skills. This candidate must inspire teamwork and collaboration within each venue by emphasizing the importance of cooperation, accountability, participation, and communication with colleagues, vendors, customers and Board of Trustee members. Must carry out leadership responsibilities to ensure careful compliance in accordance with the organization's policies, practices and procedures and applicable State, Federal and regional laws and regulations while demonstrating capacity to multi-task and manage diverse operations. This candidate will work to ensure diplomacy, inclusive communication and positive, motivational leadership to staff. Through strong leadership and ethical standards, the incumbent will serve as a role model and mentor to all staff by encouraging professional growth, development and training.

APPLICATION AND SELECTION PROCESS

First Review Date | October 20, 2023

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to

apply@bobhallandassociates.com.

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, and final interviews with the Board of Trustees. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.



BENEFITS

The District offers a fantastic and competitive compensation and benefit package, least of which is working at one of the most beautiful locations in all of North America...on the North Shore of Lake Tahoe in Incline Village, Nevada.

SALARY RANGE - \$240,000 - \$300,000 Annually, depending on qualifications.

NEVADA DOES NOT HAVE A STATE INCOME TAX

RECREATION PRIVILEGES - Access to Incline Recreation Center (indoor pool, fitness area, gym), Incline Tennis & Pickleball Center (8 tennis courts, 15 pickleball courts), Incline Golf Courses (two 18 hole courses, driving range, pro shop), Diamond Peak Ski Resort (655 acres of groomed and tree skiing trails with incredible views of Lake Tahoe).

PAID LEAVE - 11 holidays and monthly accrual of sick and vacation.

INSURANCE - District paid group medical, dental, vision and prescription for employee and percentage for eligible dependents; short-term and long-term disability insurance; District paid \$50,000 life insurance for employee; Section 125 Flexible Spending Account option and supplemental insurance options.

RETIREMENT - 401(a) Pension with District 13.3% contribution of employee's salary and 457(b) Deferred Comp with District 8% contribution and employee may elect to contribute additional amount.

