

M E M O R A N D U M

TO: Board of Trustees

FROM: Erin Feore, Director of Human Resources

SUBJECT: Review, and Discuss, the General Manager Recruitment Process, Determine the Number of Anticipated Applicants to be Interviewed and the Preferred Method of interviewing Selected Candidates; Discuss, and Approve the Date(s) for Candidate Interviews

RELATED DISTRICT POLICY, PRACTICES, RESOLUTIONS or ORDINANCES: Resolution 1911, Policy and Procedure 144

DATE: October 4, 2024

I. RECOMMENDATION

That the Board of Trustees review and discuss the General Manager Recruitment Process; and:

1. Determine the Number of Anticipated Applicants to be Interviewed; and
2. Determine the Preferred Method of Interviewing Selected Candidates; and
3. Discuss and Approve the Date(s) for Candidate Interviews

II. BACKGROUND

As directed by the Board of Trustees, the Human Resources Recruitment team created a dynamic flyer to promote the opened District General Manager position. On August 9, 2024, the position was posted both locally and regionally, but also nationwide. As of September 27, 2024, over sixty interested candidates submitted their applications for this position. ***It should be noted that while that number is significant, it is not representative of the number of qualified candidates for this position.***

On September 30, 2024, following extensive review of received candidate information, five potential candidates were identified and recommended to move on to the interview stage of this process. Each of these candidates has been

evaluated to ensure their education, employment history and depth of experience qualifies them for the role of General Manager for the District.

Because of the number of recommended candidates, the Board may consider conducting interviews using a two-step process: first, interview each of the candidates (either in-person or via Zoom) to determine how many candidates should proceed to the final interview. Second, conduct the final interviews, in-person only.

Should the Board choose to conduct only one interview meeting with all five candidates, and to ensure ample time is allotted for a thorough review of each proposed candidate, it is also recommended that the Board of Trustees consider holding a special meeting, outside of the regular meeting schedule.

Interviewing best practices recommend the interviewer(s) set a standard, pre-established interview format with identical questions for all candidates to reduce bias claims. The Board should determine if they would like the Human Resources Director to provide that pre-determined list of questions, or if they would like to individually ask the candidates their own questions, based on their review of the candidate's application and resume.

Lastly, it is recommended that the Board consider setting a special meeting to hold these interviews, whether multiple meetings or a only one meeting. If only one interview meeting is chosen, it is recommended that the date be set for no sooner than October 23rd for in-person interviews to allow for travel arrangements for each of the candidates. If a two-step interview process is selected, then it is recommended that the first of these meetings is set no later than October 23rd for Zoom interviews.

III. BID RESULTS

Not Applicable

IV. ALTERNATIVES

The Board may direct the Human Resources Director to continue the recruitment search until further notice.

The Board may elect to conduct Zoom interviews of candidates.

V. ATTACHMENTS

1. IVGID District General Manager Flyer

VI. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

That the Board of Trustees review and discuss the General Manager Recruitment Process; and:

1. Determine the Number of Anticipated Applicants to be Interviewed; and
2. Determine the Preferred Method of Interviewing Selected Candidates;
and
3. Discuss and Approve the Date(s) for Candidate Interviews



Invitation to Apply
IVGID GENERAL MANAGER
Incline Village/Crystal Bay, Nevada



About Our 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.

Who We Are

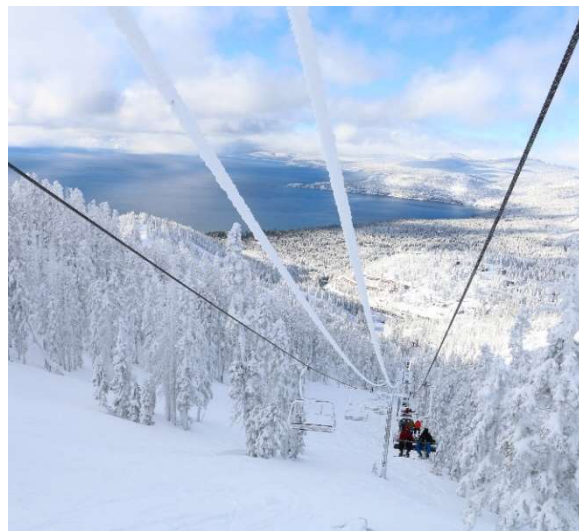
Established in 1961 by Washoe County under Nevada Revised Statute, Chapter 318, the Incline Village General Improvement District (IVGID) was chartered to provide water, sewer, trash and recreation services for the Incline Village and Crystal Bay communities. Governed by an elected Board of Trustees,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

Located on the north shore of beautiful Lake Tahoe, the community includes approximately 9,400 parcels in an unincorporated rural area of Washoe County that enjoys a variety of year-round amenities. The approximately 900 year-round and seasonal employees include a Senior Leadership Team generally responsible for the Administration, Public Works, Parks & Recreation, Ski, Golf, Events & Catering, and Food & Beverage day-to-day operations.



Who We Are Looking For

An innovative, dedicated and responsive professional with a proven track record of effective strategic management and excellent collaboration and communication skills. A strong leader with ethical standards to inspire teamwork and collaboration, while serving as a role model and mentor to all staff. This candidate will work to ensure careful compliance with District policies, practices and procedures, and applicable State, Federal and regional laws and regulations while managing diverse operations.



Responsibilities Include

- Oversee District operations and management, including property, activities, staff, business and operations. As chief executive officer, responsible for all services, programs, budgets and overall operational and financial performance.
- Apply Board established policies into day-to-day practices. Provide leadership and strategic thinking to develop and implement operational goals, objectives, policies, capital improvement programs and services. Ensuring customer-service focused environment that supports achieving the District's mission, plans, objectives and values.
- Develop and present policy recommendations to the Board for approval and implement Board policies and directives. Direct District operation and management in compliance with Ordinances, Resolutions, Regulations, Long Range Principles, Strategic Plans, Policies and Practices.
- Implement personnel rules and regulations, recommend staffing levels and maintain direct, day-to-day supervision over District employees. Supervision includes hire, fire, motivate, discipline evaluate, promote, demote, transfer and train; all subject to established personnel policies, union contracts, Board policy and generally accepted personnel practices.

This position is OPEN UNTIL FILLED.
To apply: www.yourtahoeplace.com/jobs

IVGID HR - jobs@yourtahoeplace.com or 775-832-1100





Responsibilities Continued

- Support District management and identify operating issues both departmentally and Districtwide; analyze alternatives and initiate solutions through effective leadership, collaboration and communication. Participates in developing departmental strategic management and business plans to achieve desired outcome as directed by the Board.
- Negotiate and manage contracts and agreements to ensure oversight of deliverables, deadlines, contract terms and conditions to ensure compliance. This includes labor negotiation with identified union bargaining units and directing staff in preparation, award and administration of service, maintenance, construction, concessionaire, material and other necessary contracts.
- Set Senior Leadership Team direction with preparation and administration of the annual operating budget, strategic planning, long range financial planning and capital improvement programs for Board approval.
- With Board support and guidance, represents IVGID to the community, media and other entities, organizations and government agencies at the local, regional, state and federal level in a positive and professional manner. Remains informed on the latest developments within the District, county and region.

Qualifications Include

- Related Bachelor's degree (Public Administration, Business, Finance, Accounting, Engineering) with a Master's degree (Public or Business Administration) strongly preferred.
- Ten (10) years related, increasingly responsible management in a customer service driven and multi-functional environment.
- Experience within a municipal, governmental, community-based organization managing hospitality related divisions, and recreational service environment is helpful, though experience in a senior leadership role within the private sector will also be considered.
- Successful management of disparate disciplines (finance, engineering, operations, administration, recreation, food and beverage and marketing) within a municipal, governmental, community-based organization or recreational service environment helpful.
- Executive leadership of hospitality related businesses (weddings and events, catering, food and beverage) is preferred but not required.
- Experience reporting to a publicly elected Board and providing public services subject to public scrutiny is preferred, but not required.

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Compensation

The District offers a fantastic and competitive total compensation package to compliment working at one of the most beautiful locations in North America – Lake Tahoe.

- \$240,000 - \$300,000 annual, depending on qualifications. *(Nevada does not have a State Income Tax)*
- District paid group medical, dental, vision and prescription for employee and percent for eligible employees.
- District paid short-term and long-term disability insurance.
- District paid \$50,000 life insurance for employee.
- Section 125 Flexible Spending Account and supplemental insurance options.
- 401(a) Pension with 13.3% of employee salary District contribution and 457(b) Deferred Compensation 8% District contribution with employee option to contribute additional amount.
- Eleven holidays and monthly accrual of sick and vacation leave.
- Recreation access to: Incline Recreation Center (indoor pool, fitness area, gym), Incline Tennis & Pickleball Center (8 tennis and 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).



Application Process

This position is OPEN UNTIL FILLED. To apply: www.yourtahoeplace.com/jobs

Must submit a District application with a cover letter and detailed resume.

The recruitment process is being exclusively managed by the Human Resources Department. We ask candidates refrain from contacting individual Trustees to discuss their interest in this position to ensure continued compliance with the NRS.

Contact IVGID HR - jobs@yourtahoeplace.com or 775-832-1100

Candidate information will be screened utilizing the position criteria and the most highly qualified will be invited to participate in the selection process. If selected, the process will include phone interviews with appointed staff and final interviews with the Board of Trustees during an open, public meeting, in compliance with NRS 241.031.

Equal Opportunity Employer

8.22.24

This position is OPEN UNTIL FILLED.
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