

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** David Noble, Trustee

**SUBJECT:** Review, Discuss, and Consider Appointment of Robert Harrison as IVGID General Manager; Discussion and Direction to Staff and Legal Counsel Regarding Negotiation of Employment Contract for the IVGID General Manager Position.

**RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES:**

Policy and Procedure 144, Resolution 1911

**DATE:** January 10, 2025

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**I. RECOMMENDATION**

The Board of Trustees make a motion to:

1. Appoint Robert Harrison as District General Manager; and
2. Direct Staff and Legal Counsel to complete the negotiation of the employment contract for the General Manager.

**II. BACKGROUND**

On October 30, 2024, the Board of Trustees conducted a first round of five interviews for the General Manager position. The Board of Trustees selected their top three candidates, including Robert Harrison who was ranked first with three first place votes (Schmitz, Tonking, and Noble) and one second place vote (Dent). The Board of Trustees further directed each of the final three candidates to return on November 13, 2024, to:

1. Have a meeting with the Senior Leadership Team; and
2. Take a brief tour of the District; and
3. Have a follow-up interview with the Board of Trustees.

On November 13, 2024, the Board of Trustees conducted the aforementioned second round of three interviews for the General Manager position.

#### **IV. ALTERNATIVES**

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

#### **V. ATTACHMENTS**

1. Robert Harrison cover letter and resume
2. Signed Waiver of Right to Notice Under NRS 241.033
3. General Manager Job Description

#### **VI. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES**

Appointment of Robert Harrison to the General Manager position. Direct Staff and Legal Counsel to proceed with employment contract negotiations.

September 8, 2024

Incline Village General Improvement District  
893 Southwood Blvd,  
Incline Village, NV 894541

Honorable Board of Trustees:

Herewith is my cover letter and resume for consideration of the Incline Village General Improvement District General Manager position. Working for this organization would be an exciting next step in my career and I would love to work with the Board to lead a unique organization.

I have a 30-year career in City Management, with 28 years of service as a City Manager in three different states. I have worked in a variety of small and large cities, each with different leadership, financial, and capital needs. In two communities of which I have served, there existed a unique tourism-oriented focus. My most recent community in Yakima (98,000) where I served as City Manager, has tremendous tourism around our wine, agricultural, and beer industry. The wine industry is known as one of the top 10 areas for wine in the nation. For craft beers, 80% of the U.S. hops market is served by Yakima hops, and there are a tremendous number of breweries that have developed and attract tourists. Yakima is also known for its recreational opportunities, and has excellent hiking trails, a greenway, youth sports, along with fishing in the Yakima River. Lastly, after completing a large addition to the Yakima Convention Center, Yakima had the third largest Convention Center in Washington State.

Issaquah Washington, where I served as City Administrator, is known as the Trailhead City. Issaquah is the gateway to the Cascades as you leave Seattle, with large protected public lands that are used for hiking and other recreation, like paragliding, horse riding, and mountain bike riding. Issaquah is also home to Lake Sammamish State Park. Nestled on Lake Sammamish, this state park is home to boating, fishing, kayaking, picnicking, youth baseball, youth soccer, as well as nationally televised events, like the professional beach volleyball association. Issaquah also owned two public facilities that were used for private events, like weddings, fundraisers, galas, etc.

In Issaquah, I have managed a community that experienced rapid growth, growing from 27,000 residents to 38,000 when I left. In addition to residential growth, there was large commercial growth including an expansion of Costco Corporate Headquarters and the development of a regional, private hospital. I understand the pressures that can be placed on existing infrastructure and the need for investment in infrastructure to manage that investment.

As City Manager of Yakima, I had 14 direct reports and 753 employees. Yakima is a full-service city providing services in public safety (police, fire, jail, judicial), a regional airport providing commercial service, a transit system, water, storm, and sewer utilities, public works, parks and recreation, finance, human resources, information technology, clerks, community and economic development. The City's overall budget was \$253 million and our general fund budget was \$70 million.

I have significant leadership experience in leading an organization, working closely with an elected board to implement the vision of the organization and set up strategic plans. I have implemented the High-Performance Organization model that focuses on developing management structures and systems that empowers employees to make decisions, develops a common set of organizational values that all employees subscribe, utilizes LEAN principles to create high performance systems and focuses on excellent customer service. I have also taken a leadership role in my profession, serving as a West Coast Vice President for the ICMA (International City County Management Association) and on the board of the Local Government Hispanic Network (LGHN).

I have excellent financial management skills as well, from operational budgets to capital planning. I have used three-year financial forecasts for operations and five-year capital plans to ensure financial sustainability. I have upgraded the bond ratings in Wyoming, Issaquah, and Renton to AAA during my leadership.

Since leaving Yakima in February this year, I have been doing my own consulting work. I want to be selective on which organization I would like to lead during this next phase of my career. When I saw this position advertised on the ICMA job board, it met my criteria of a unique managerial/leadership experience, located in a beautiful outdoor environment with a focus on recreation and sustainability, and an organization with solid board leadership with a focused organizational mission.

I would enjoy the opportunity to lead your organization and am readily available both for an interview, and to begin employment if I was the selected candidate. You can reach me at

[REDACTED]

Respectfully,



Robert Harrison



## Robert W. Harrison



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### EDUCATION

Master of Public Administration - University of Wisconsin-Milwaukee	1994
Bachelor of Arts – Marquette University	1991
Senior Executive Institute - University of Virginia Cooper Walden Center	2002

### WORK EXPERIENCE

#### President

##### The Harrison Group, LLC (February 2024 – Present)

Owner and President of The Harrison Group LLC. The Harrison Group provides general, public-sector consulting in several public service areas including executive search, strategic planning, council relations, facilitation, community outreach, investigations, public safety programming, and organizational assessments.

#### City Manager (September 2020 –January 2024)

City of Yakima, Washington (100,000 Population)

General Duties: Worked closely with the City Council and Leadership team to achieve Council plans and priorities for the community. Provided leadership for the city in developing the administrative work culture, representation to the community, and partnering with neighboring cities. The City of Yakima has an annual budget of \$251,200,000 and 757 employees.

A sample of the accomplishments include, but are not limited to:

- Led our pandemic response to the community including providing critical grants to our business and non-profit community to weather the storm during the critical points of the pandemic.
- Developed a plan approved by the City Council for the expenditure of \$26.2 million ARPA funds. Utilization of funds have significantly enhanced the City’s financial condition as well as provided investment in critical social infrastructure in the community.
- Continuing work with our elected officials on developing a sustainable financial strategy that will provide more strategic investment in operations and capital investment.

- Completed a 40% increase in square footage the City's Convention Center during the pandemic. Currently negotiating to bring in hotels abutting the Convention Center.
- Secured over \$20 million in state and federal grant funding for a variety of community capital projects. The most significant of which is \$ 11 million for a new pool on the east side of Yakima, a historically disadvantaged part of the community.
- Coordinated with our Leadership Team a comprehensive plan for the reduction of crime within the community, with a focus on domestic violence reduction, pro-active code enforcement, graffiti abatement, and gang initiatives.
- Developed and recruited an excellent Leadership Team built on a foundation of trust and mutual respect. Coordinated focus and resource investment on strategic priorities.
- Focused on economic development at the City of Yakima airport and the convention center district.
- Acquired a vacant neighboring property to city hall and coordinated a space study to consolidate outlying facilities and leases into a new facility and creating a vision for a new civic campus in the downtown area.
- Incorporated LEAN process that led to process improvements in development review, records management, and purchasing.

### **Chief Administrative Officer (May 2018 to May 2020)**

City of Renton, Washington (105,000 population)

General Duties: Worked closely with the Mayor and the City Council to achieve their vision while being responsible for administrative leadership, Council and community relations, and all administrative functions involved with operating a municipal government. A sample of accomplishments include, but are not limited to:

- Active decision making in response to pandemic including nearly 300 employees transferred to telecommuting within a few days, development of an investment framework for use of CARE funds, coordinated budget response to decreasing revenue, worked closely with Unions to make sure employees were informed and safe.
- The City's bond rating upgraded to AAA from AA.
- Issued recreation bonds for the rehabilitation of several parks, fields, and recreational facilities. Built a new fire station and water tower.
- Continued focus on organizational inclusion, with the Inclusion Task Force, and the implementation of the HR Inclusion Tactical Plan.
- Completed evaluation of City's cybersecurity infrastructure and investment to enhance security of City systems. Enhanced telecommuting infrastructure, put in place Renton Responds Citizen service request app and incorporated Zen City into City operations.
- Reorganizing the City's community outreach and communication efforts into a cross functional team to enhance the City's outreach efforts.
- Expanded the intergovernmental program to include focus on Regional, Federal, and County issues in addition to the outreach to the State Legislature.
- Expanded the Renton Results program to include focus on leadership, employee empowerment, LEAN, and refocus on results that matter.

## **City Administrator (October 2010 to January 2018)**

City of Issaquah, Washington (40,000 population)

General Duties: Worked closely with two Mayors and the City Council to achieve their vision while being responsible for administrative leadership, Council and community relations, and all administrative functions involved with operating a municipal government. A sample of accomplishments include:

- Managing an overall budget of approximately \$150 million. Bond rating upgraded to AAA in 2013.
- Introduction of the High-Performance Organization Model and Lean Management into the organization. Known as the “Quah” this organizational culture program is built on developing employees in leadership, teamwork, ethical stewardship, and mutual respect for people with the goal of providing the highest level of public service. Have recruited and developed a high performing Leadership Team.
- Coordination of the Central Issaquah Plan that will guide redevelopment in the Central Core for the next thirty (30) years. Now 10 years into the CIP rezone, the city is experiencing significant redevelopment in the City’s core.
- Recognized national leader in communications and social media.
- Development Agreement consummated with Costco International to retain corporate headquarters in Issaquah and expand with an additional 1.5 million square feet of office space. The city has also consummated development agreements with Rowley Corporation and Lakeside that has resulted in planned redevelopment today and over the next 20 years.
- Reorganization of the Planning and Building Departments, and portions of the Engineering Department into the Development Services Department and streamlined the City’s development review process. Created the Economic Development Department. This reorganization has resulted in enhanced development processes and improved business retention and attraction.
- Development of a new City Health Insurance Plan built on a sustainable economic model which is self-insured and provides enhanced consumer choice. Nearly always a low claims leader within WCIA with a robust risk management program.
- Coordinated the development of the first Platinum LEED level Fire Station in the US. Created the Sustainability Department to implement best sustainability practices within the City and the organization.
- Implemented MUNIS Financial systems including work orders and utility billing. We have revamped the IT Strategy to a cloud-based solution both with MUNIS and the implementation of Office 365.
- Coordinate with the City Council the development of an annual Legislative Agenda and a Regional Agenda to ensure that Issaquah’s policy objectives have an influence regionally and benefits from attention from the State Legislature.
- Development of several planning efforts including the City’s Walk and Roll Plan focused on Mobility, Parks and Open Space Plan Phase I, Confluence Park Master Plan, and Economic Development Strategic Plan.

## **City Manager (August 1998 to September 2010)**

City of Wyoming, Ohio (8,300)

General Duties: Responsible for Administrative leadership as City Manager, working closely with the City Council to achieve Council policy objectives, coordinated community relations, and all administrative functions involved with operating a municipal government, including human resource management, labor negotiations, finance, economic development, budget development, and strategic planning. A sampling of significant accomplishments includes:

- Highly effective coordination, communication, and cooperation with six different City Councils during my tenure to accomplish the Council's and community's objectives.
- Recognized financial excellence. In 2009, upgraded by Standard & Poor to AAA bond rating. Annually awarded the GFOA award for excellence in Financial Reporting and regularly received the State Auditor's award for financial management.
- Introduction and implementation of the High-Performance Organization model into the City's organizational culture. I developed recognized leaders in the City's various departments through mentoring, coaching, and staff development.
- Redevelopment of the City's Central Business District through streetscape and infrastructure improvement, property acquisition and redevelopment, and by attracting significant private investment in buildings and new businesses.
- Tangible investments in the City's infrastructure, facilities, and equipment during my tenure that visibly made the city a more attractive place to live and have enhanced community safety services. Nearly all investments leveraged grant funds.
- Acquisition and development of a Recreation Center (1999) for the community including the opening of the region's premier Community Aquatic Center (2007). Additional recreational enhancements include the development of a community Skate Park, expansion and development of City parks and green areas, playground replacement, park acquisition and expansion, and development of soccer/lacrosse facilities.
- Enhanced the City's telecommunications, social media presence, and management information systems infrastructure by connecting all City facilities with a fiber optic wide area network, implementing a new phone system, introducing a City Manager's blog for community wide contact, developing a social media presence on Facebook and Twitter, and developing a first-class web site. The city also migrated all its Management Information Systems into Incode (Tyler Technologies) in 2008, a modern ERP system.
- Coordinated the redevelopment of a blighted commercial big box property with new high-end condominium units significantly enhancing the City and School District tax base.
- Effectively facilitated cooperation with the Wyoming School District, Hamilton County, and neighboring communities on a variety of initiatives for the benefit of both organizations and the community. Coordinated the development of a 10-Year Master Plan for the Community involving hundreds of community volunteers along with a steering committee. Completed in 2007.
- Oversaw the construction of a new City Water Plant in 1999.

### **ADJUNCT PROFESSOR (2008 – 2010)**

Northern Kentucky University: I taught in the MPA program and have taught graduate MPA courses in Ethics and Human Resource Management.

### **City Administrator/Clerk/Treasurer (November 1996 to August 1998)**

City of Mosinee, Wisconsin (4,050) General Duties: Responsible for all administrative and financial functions. A sampling of significant accomplishments included:

- Spearheaded redevelopment of historic downtown Mosinee by initiating the creation of a Business Improvement District, public investments in streetscape and ornamental lighting and developed public and private partnerships for downtown investments including grants.
- Developed and implemented a financial plan that eliminated a significant general fund deficit and cash deficit and balanced the City books within 2 years through reduction in costs, development of innovative revenue programs, debt reorganization, and receipt of grants totaling over \$500,000 ranging from economic development to telecommunications.
- Spearheaded the development of new business and the retention of existing businesses in the City's Industrial Park through creative marketing, economic incentives, and innovative public/private partnerships and coordinated intergovernmental relations between the City of Mosinee and the Central Wisconsin Airport.

### **Assistant to the City Administrator (January 1995 to November 1996)**

City of Wauwatosa, Wisconsin (50,000)

General Duties: In addition to the normal administrative functions associated with the City Manager's office, I was responsible for producing analysis and reports for the City Administrator, Mayor and City Council; served as city staff representative to a number of City and Intergovernmental committees; assisted in the development of the annual budget, coordinated programs involving multiple departments, managed the City's telecommunications efforts, and created and coordinated a number of innovative customer service improvement programs. Coordinated efforts with the City Administrator and the Planning Director in the development of a high- tech research park.

### **Management Intern (1993 – 1994)**

Village of Whitefish Bay, Wisconsin (14,000)

General Duties: Analysis and report writing for the Village Manager. Coordinated much of the analysis for the creation of a seven (7) community consolidation of fire departments in the North Shore communities of Milwaukee. Also managed code enforcement for the property code.



## Boards, Committees, and Organizations

- **LGHN (Local Government Hispanic Network)**  
Board Member (2013 – 2024); Vice-President for Membership (2019-2022); President Elect (2022-2024)
- **ICMA (International City/County Management Association)**  
ICMA Board Vice President (2013 – 2016); ICMA Board Membership Committee Chair (2016); Government Advisory Committee (2017 – Present); Liaison to the International Hispanic Network, and California, Oregon, Washington & Nevada Associations International City/County Management Association Conference Planning Committee (2009); International City/County Management Awards Evaluation Panel (2009 – 2011).
- **GFOA (Government Finance Officers Association)** Active member of the Re-thinking Budgeting Task Force including twice being a panelist on programs on community participation in budgeting and decision making.
- **SCA (Sound Cities Association)** Board Member (2015-2016) Finance Committee Member
- **WCCMA (Washington City/County Management Association)** Co-Chair: Local Host Committee for 2015 ICMA Conference
- **E-City Gov** Board Member 2010 – 2016 serving as Board Chair 2013 - 2016
- **OCMA (Ohio City/County Managers Association)** Past President – July 2010 – October 2010 President – July 2009 – June 2010 Vice-President - July 2008 – June 2009 Treasurer - July 2007 – June 2008; Board Member 2003 - 2010
- **Promote Wyoming Committee** – Recognized as Wyoming Citizen of the Year in 2003



**WAIVER OF RIGHT TO NOTICE UNDER NRS 241.033**

I, the undersigned, hereby affirm that I am aware that NRS Chapter 241 provides that I am entitled to notice of the meeting of any public body which may consider my character, alleged misconduct, professional competence, or physical or mental health, and that the notice must consist of either notice delivered personally to me at least 7 calendar days before the meeting, or notice sent by certified mail to my last known address at least 14 calendar days before the meeting. I hereby waive that notice for the purpose of allowing the Board to expedite consideration of my character, alleged misconduct, professional competence, or physical or mental health in connection with the discussions re: appointment of an interim general manager.

By signing below, I knowingly and voluntarily waive my rights to all written notice requirements under to NRS 241.033. I understand that the Board of Trustees may consider my character, alleged misconduct, professional competence, or physical or mental health at its January 16, 2025, meeting.

Robert W. Harrison

Signature

ROBERT W. HARRISON

Printed Name

1/10/2025

Date

## Incline Village General Improvement District Job Description

**Job Title:** General Manager  
**Job Code:** 1110  
**Salary Grade:** Contract  
**Department:** Administration  
**Reports To:** Board of Trustees  
**FLSA Status:** Exempt  
**Prepared By:** E. Feore/M. Dent  
**Prepared Date:** 07/18/2023  
**Approved By:** Board of Trustees  
**Approved Date:** 08/24/2023

### SUMMARY

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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. Sets direction of the Senior Leadership Team, in alignment with Board directions and strategy, 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.
8. Coordinates preparation of and is responsible for the accurate and complete Board of Trustees agenda and Board packets as requested by the Board of Trustees.
9. Oversees, monitors, and reports on programs, projects, and activities in collaboration with division leaders and Senior Leadership Team.
10. Ensures compliance with District Policy 1.1.0 to ensure the District's multi-year Strategic Plan provides a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals. Coordinating with the Senior Leadership Team, ensures the Board approved Strategic Plan is initiated, critical issues are identified and strategies are developed to achieve each noted long range principle.
11. Provides direction to identified staff to lead and support District wide efforts and training to provide excellent customer service.
12. 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.
13. Confers with and responds to District stakeholders and their requests for services, suggestions and complaints. Provides accessibility and provides consistent and equal treatment to the Board of Trustee members.
14. Assists, advises and supports the Board of Trustees on special projects, problems and initiatives.

#### **LEADERSHIP AND SUPERVISORY RESPONSIBILITIES**

Leads and manages a staff of Directors and Senior Leadership who, in turn, lead and supervise approximately 750 employees (including seasonal employees) in each District venue and division. This includes Administration, Public Works, Recreation (to include Parks, Beaches and Tennis), Ski and Golf. Responsible for the overall leadership, direction, coordination, and evaluation of these units. Carries out leadership responsibilities and ensures careful compliance in accordance with the organization's policies, practices and procedures and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Manages the Senior Leadership staff which is defined as the Director of Human Resources, Director of Administrative Services, Director of Finance, Ski Resort General Manager, Director of Parks & Recreation, Director of Public Works, and Director of Information Systems & Technology. Is responsible for fostering a positive and productive organizational culture.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND EXPERIENCE**

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 or relevant work experience with increasing responsibilities which include the management and leadership of a sizable organization. A Master's Degree in Public Administration or Business Administration is strongly preferred. A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required. Experience 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 experience in providing public services subject to public scrutiny is preferred but not required.

## **COMPREHENSION/COMMUNICATIONS SKILLS**

Ability to read, analyze, and interpret complex documents. Ability to understand, use, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data. Ability to respond effectively to sensitive inquiries or complaints and to establish and maintain effective working relationships with a broad variety of people. Ability to develop presentations and write articles to address a community-wide audience. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees. Effective communication in a one on one environment, where emotions may run high. Ability to influence others through persuasion, leading by example and team decision-making skills as opposed to the authority of rank is essential. Overall, must be an extremely effective communicator, orally and in writing, with an open and approachable style. Ability to oversee development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts. The duties and responsibilities of this position necessitate the use of a cellular phone/mobile communication device for District business reasons.

## **COLLABORATION AND REASONING ABILITY**

Must have validated strong collaborative and consensus building skills to be applied in leadership and problem solving situations. Ability to create a climate in which people want to do their best and encourage participation and open dialogue at all levels. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid and current drivers' license, acceptable to the State of Nevada, with a driving record which ensures insurability is required. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).

It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor

## **OTHER SKILLS AND ABILITIES**

Well developed and proven leadership skills, especially in the use of delegation, collaboration, participation and example; and strong interpersonal and customer 'retention' service skills; excellent organizational, planning, analytical and problem solving skills; ability to set priorities, but also remain flexible. Must be ethical, trustworthy, self-confident, open and approachable, decisive, responsible, dependable, resourceful, enthusiastic, highly motivated, community oriented, and goal and results-oriented. Experience or ability to turn enterprise(s) from loss to profit / break even. Must have advanced knowledge of: principles and practices of public administration, program development and administration, municipal budget preparation and operations, strategic planning, and legal compliance with District policies and procedures.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

Work is performed in a typical temperature controlled environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work as needed.



**TRAVEL REQUIREMENTS**

May be required to travel, as required, to further the interests and needs of the District.

**I have read and understand this explanation and job description.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_