

Kingsbury

General Improvement District
Stateline (South Lake Tahoe), NV



Recruiting for a District General Manager

Located at Lake Tahoe, Kingsbury General Improvement District serves the Stateline Community. Chartered as a General Improvement District (chapter 318 of the Nevada Revised Statutes), the district serves water, wastewater, roads and drainage as the public municipal entity within the Tahoe Township of Douglas County, NV.

As a resort and recreation-based community, the population of the district varies with the season and surges to over 15,000 during holidays. Providing safe and reliable services for the public is the primary objective of the district with an advanced water treatment facility and robust capital programs to maintain roadways, collect sewage, and ensure drainage complies with the requirements to preserve the water quality in tributaries leading to Lake Tahoe.

The district is governed by an elected board consisting of five Trustees (elected at-large within the district). The district retains professional engineering, audit and legal support from outside private services.

The district is the municipal service provider and seeks a municipal manager with knowledge, experience and education to provide a high level of service and be a member of the community.



The District

Kingsbury General Improvement District was established in 1964 to consolidate water and wastewater services and provide reliable road maintenance and drainage services to the community on behalf of the County. The district has laden powers which have not been active or likely to become used in the foreseeable future.

The district is a public agency primarily engaged in water production & distribution, wastewater collection, and road maintenance functions within its boundaries. There are several minor variations such as the expanded water service area or private roads which nuance the circumstances. To achieve its goals the district partners with several other entities. The district utilizes the services of the Douglas County Lake Tahoe Sewer Authority for treatment of the sewage and outsources the sewer collection system maintenance. Straddling State Route 207, the district also outsources the snow removal function within the district jurisdiction.

The district is one of the larger agencies within the County and often is the leading voice from Nevada within the Tahoe Basin. The district is home to Heavenly Ski Resort (Nevada operations) and soon to be Barton Hospital as well as providing the base camp for the residents within the 3,000 homes served.

The Position

The position of General Manager for the Kingsbury General Improvement District is responsible for all aspects of the district, including the successful day-to-day operations, financial management, compliance, short- and long-term planning. She or he will have extensive working knowledge of all factors pertaining to the district including administrative and field operations. However, the successful applicant should have advanced experience and knowledge within one or more specific areas of the district. These could include administration, finance, engineering, operations, legal or regulatory compliance.

Experience in local government to include governing board relations, budgeting, policy development or intergovernmental relations is considered advantageous.

The incumbent is a contracted employee serving at the pleasure of the Board of Trustees.

The General Manager should be:

- ❖ A decision maker for all aspects of district services and operations
- ❖ Knowledgeable in all aspects of the district
- ❖ A team player developing others
- ❖ Leader by example
- ❖ Always flexible

The General Manager must:

- ❖ Prepare, implement and manage the district budget
- ❖ Ensure all safety policies and procedures are adhered with
- ❖ Lead, plan & implement administration, operations and capital programs
- ❖ Be professionally and technically proficient in core elements of the district
- ❖ Attend meetings of district, county, state and regional agencies
- ❖ Establish performance standards for in-house and contracted services
- ❖ Supervise district personnel, lead district negotiations and labor relations
- ❖ Ensure accountability and provide oversight of district programs respecting the fiduciary obligation to the citizenry
- ❖ Ensure the Board of Trustees are informed
- ❖ Be proficient in writing and oral communication, providing regular reports to the Board of Trustees and the public
- ❖ Establish priorities and be comfortable working with constrained resources
- ❖ Establish standards, monitor results and embrace adaptation



Education and Experience

Possession of a baccalaureate degree from an accredited college/university or an AA degree in one of the core areas required for district services and five years progressively responsible or fifteen years of applied practical management with supervisory duties for budget and personnel responsibilities preferable in a local government with public works or utilities management oversight.

Ideal Candidate

The successful candidate will demonstrate the following characteristics:



- ❖ Action & Results Oriented
- ❖ Innovative solutions
- ❖ Keen communication skills
- ❖ Customer focus
- ❖ Engagement and mentoring of others
- ❖ Change management
- ❖ Relationship builder
- ❖ Political Savvy
- ❖ Organizational leadership
- ❖ Legal and Regulatory navigation

Compensation

The district offers a comprehensive benefit package, including health insurance, vacation, administrative leave, sick time, 13 paid holidays, membership in NV Pers, and a competitive salary commensurate with experience and qualifications.

How to Apply

Please submit the following (first review is January 6, 2025)

- ❖ Compelling cover letter
- ❖ Resume
- ❖ Four professional references
- ❖ Briefly respond to three of the following questions (not to exceed two pages)
 - Describe your experience using analytical tools to assess work and resource allocations to achieve operational efficiencies (with quantitative measure of success if possible)
 - Describe your experience guiding or redirecting engineering specifications to achieve or improve operation acceptance of a facility or project
 - Please indicate your experience determining performance criteria in service contracts
 - Describe your experience working with teams of employees represented by a bargaining unit and any experience negotiating labor agreements
 - Describe your expertise leading strategic efforts and the results
 - Describe your budgetary and/or fiscal responsibilities (amounts) and techniques used to monitor performance
 - Describe your experience writing policies and procedures relevant to agency/entity management

These may be sent electronically to Judy@kgid.org or paper format to:
District Manager, Kingsbury General Improvement District, P.O. Box 2220, Stateline, NV 89449

*A completed district application will be required once mutual interests are determined
Kingsbury General Improvement District is a drug free employer

