



## GARDNERVILLE RANCHOS GID BOARD OF TRUSTEES

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## CONSIDERATIONS

Applicants are required to submit the following:

- Cover letter,
- Résumé,
- District employment application, and
- Professional references

to Robert Spellberg at GRGID@aol.com. All information must be received by 5:00 p.m. on April 25, 2017. If you have any questions regarding this position or the recruitment process, contact Robert Spellberg at (775) 265-2048.

It is important to note that this recruitment will be handled in accordance with Nevada's Open Meeting Law. Applicant finalists will be interviewed by the Board of Trustees in an open meeting. Gardnerville Ranchos General Improvement District is an Equal Opportunity Employer. For additional information regarding Gardnerville Ranchos General Improvement District, please visit [www.grgid.com](http://www.grgid.com).

## RECRUITMENT SCHEDULE

*(subject to change)*

**Recruitment Opens: April 3, 2017**

**Closing Deadline: April 25, 2017**

**Screening and Preliminary Interviews: May 15, 2017**

**Recommended Applicants Presented to Board of Trustees: May 30, 2017**

**Board of Trustees' Interviews: June 7, 2017**

**Start Date: July 1, 2017**



## Gardnerville Ranchos General Improvement District

*Douglas County, Nevada*



**Recruiting for District Manager**  
*\$85,000—\$120,000 DOE, plus excellent benefits*

## ABOUT GARDNERVILLE RANCHOS GENERAL IMPROVEMENT DISTRICT

The Gardnerville Ranchos General Improvement District is located between Highways 395 and 88 in Douglas County, Nevada. The District has the largest population base within Douglas County, estimated to be 11,000 people. The District's responsibilities include the operation of a water and sewer system, street maintenance, street lights, storm drainage, and parks and recreation.

The District's Board consists of five Trustees, all whom are elected. The makeup of the Board includes a Chairman, Vice-Chairman, Treasurer, and two Trustees. All members of the Board have an equal vote. The District has a licensed Professional Engineering firm on retainer as well as private District Counsel.



## THE POSITION

The position of District Manager for the Gardnerville Ranchos General Improvement District is responsible for the successful day-to-day operation of the District. He/she will have an extensive working knowledge of all administrative and fiscal responsibilities, as well as the public works function of the District to comply with legal and regulatory requirements. The incumbent is an “at-will” employee serving at the pleasure of the Board of Trustees.

The District Manager:

- May be responsible for overseeing planning, organizing, monitoring, and the construction and maintenance of all public works services. He/she will be responsible for office administration, and for ensuring the organization's utilities, streets, irrigation projects, parks, and related facilities are maintained, operational, and in compliance with established specifications.
- Prepare implement and monitor the District's fiscal year budget.
- Ensure that all safety policies and procedures are current and are being adhered to.
- Assists with the planning and implementation of all District projects.
- Attend meetings such as planning commission, county commission, insurance pool, and/or Nevada League of Cities and Municipalities as needed or directed by the District Board of Trustees.
- Responsible for overseeing the proper testing and operation of all water and sewer systems.
- Will supervise and may assist in the determining the need for repair and maintenance of existing public works facilities and equipment; determines when purchase of new equipment or construction of new facilities is needed; consults with engineers and other resources as required.
- Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in public works operations.
- Responsible for developing and implementing safety standards for the operation of public works equipment and for the construction and maintenance of public works projects; ensures all public works staff are trained and adhere to safety standards.
- Responsible for the appropriate care and maintenance of all organization-owned or controlled equipment and facilities; develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
- Develops budget forecasts for the amount of funds needed for materials, supplies, equipment, and staffing for the District; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
- Supervises District staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate.
- Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the District Board of Trustees.

## EDUCATION AND EXPERIENCE

Possession of a high school diploma or higher education certification and five years of progressively responsible management of a local governmental agency including implementing a budget for a local government and/or the operation of a public works department that includes water, sewer, streets, parks and recreation functions.

## IDEAL CANDIDATE PROFILE

To successfully lead Gardnerville Ranchos GID, the District Manager will have experience in local government administration to include policy development, intergovernmental relations, and governmental budgeting and accounting.

The ideal candidate will:

- Lead with integrity and unquestionable ethics supported by a successful career history;
- Promote access, openness, and responsiveness, personally setting the example throughout the organization and community;
- Have a track record of building relationships within and outside the organization, promoting effective and positive intergovernmental relations;
- Be a team-builder who can set clear expectations for staff and develop an atmosphere of trust and support;
- Be a leader, coach, and mentor who possess a track record of delivering results, building accountability for staff, and creating a positive work environment characterized by teamwork and innovation;
- Possess knowledge of public works including but not limited to, applicable laws, statutes, codes, regulations, and standards; and
- Possess a strong public finance and budgetary expertise combined with the ability to continually review, evaluate, and optimize services.

