



**TRUCKEE-DONNER**  
Recreation & Park District

*Inviting applications for*

**GENERAL MANAGER**

## ABOUT THE DISTRICT

The Truckee-Donner Recreation and Park District (TDRPD) is a Nevada County special district in the Sierra Nevada mountains of California. TDRPD has been providing recreation and park services for all members of our community since 1963. The District maintains and operates a variety of facilities and parks within its boundaries, enriching the quality of life for those who live and vacation in the Truckee/North Tahoe area. TDRPD enjoys a program participation rate of 75% among Truckee's 17,000 and growing residents. TDRPD has a history of working with citizen groups to generate volunteers and funding for new facilities.

TDRPD's mission is to inspire creative, active lives for a healthy mountain community. TDRPD reaches this mission daily by providing numerous active and passive recreation opportunities which includes both indoors and outdoors with groups and individuals. The goals of TDRPD align with the mission and can be found in the 2020-2025 Strategic Plan Objectives.

<https://www.tdrpd.org/DocumentCenter/View/905/Strategic-Plan-Objectives?bidId>

The District employs 45 full-time employees and up to 175 part-time employees in the peak season. TDRPD is one of the bigger employers in the area, providing full-time professional jobs, introductory first-time employment as well as stimulating part-time work for many different ages in the area.

The District's facilities include the Community Recreation Center, the Community Swimming Pool, the Community Art Center, the Veterans Building, the Park Corporation Yard, Ponderosa Golf Course, the public Boat launch on Donner Lake, 37 public piers on Donner lake, West End Beach on Donner Lake, and 6 Parks through out Truckee for a total of over 182 Acres.



## ABOUT THE POSITION

Operating under the Board/Manager form of government, five Board Members are directly elected for alternating four-year or two-year terms. The General Manager is appointed by the Board and is responsible for carrying out the Board's policy directions.

The position of General Manager is an at-will, FLSA exempt contract position that reports directly to the Board of Directors. This is a hands-on, community position with a high degree of staff interaction and therefore not appropriate for remote work of any kind. The current upcoming vacancy is due to the retirement of the existing General Manager.

The new General Manger will have the opportunity to make a lasting impact on the District and the Truckee community. Under minimal guidance, the General Manger directs all activities of the District, subject to the policies approved by the Board of Directors and provides day-to-day leadership for the District.

The General Manager is supported by a talented and experienced team of department heads. The General Manager provides leadership and direction for the District's departments including: Administrative Services; Recreation, Arts, and Community Services; Park and Facilities Maintenance; and the functions in the General Manager's Office including the Board Clerk, Records and Retention, Public Information, Information Technology, and Human Resources.

This position has overall responsibility and control of all District property.

The scope of work is highly complex in nature. The General Manager works from general directions or broadly defined missions of the District and policies of the Board. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations, and the general public.

The ability to develop and nurture mutually beneficial partnerships is essential to the job.

## ESSENTIAL JOB FUNCTIONS

- Plans, organizes, manages, leads, and directs the overall operations of the District.
- Confers with and makes recommendations to the Board of Directors on matters of policy, personnel, finances, land acquisitions and park development.
- Serves as technical advisor to the Board of Directors on recreation and park matters.
- Institutes measure to ensure that Board policies are carried out in a manner which will best serve community interests.
- Leads the District Executive Leadership Team in the preparation of the budget, control of expenditures, short and long-term financial strategies, and inventory control.
- Studies the recreation and park needs of the District and develops plans for future expansion and improvements of the District to meet these needs; reports on findings and makes recommendations for the acquisition, design, and construction of recreation facilities and areas.
- Directs the selection, training and overall assignments of employees of the District; enforces District personnel policies and regulations; takes such disciplinary measures as may be indicated within the policies and regulations.
- Promotes and stimulates community interest and participation in recreation programs and the use of recreation areas and facilities; studies community conditions and needs for special recreation services and group programs; consults with community groups concerning recreation and park services; coordinates the work of the District with that of other governmental or private agencies; maintains effective and cooperative relationships with other recreational and youth servicing agencies, and with public officials and the general public; represents the District on recreation matters delivering talks before professional civic, lay groups, and participates in conferences; prepares articles for publication on the accomplishments of the District.
- Directs the preparation and maintenance of Board of Directors' agendas and meetings and other District records.



## THE IDEAL CANDIDATE

The ideal candidate for the General Manager position will be a community service and solutions-oriented leader with considerable knowledge in the areas of recreation, parks, capital planning, leadership and development, and finance. This candidate needs to have the tools to plan, organize, and direct one of the best recreation districts in California. The ideal candidate will also need the experience to lead a diverse organization that serves a growing and diverse population.

Experience developing and successfully implementing policies and procedures to maximize cost recovery for recreational services is essential for the new General Manager. This and a demonstrated ability to create programs that are responsive to trends and community needs will be extremely important.

The General Manager needs to possess exceptional interpersonal and communication skills to effectively represent the District with the community and external partners. The ideal candidate will take initiative in bringing new ideas and initiatives to the forefront while maintaining the Districts history within the community. The candidate will understand how to work with a Board of five-members and have systems in place to ensure all Board Members are well informed about what is happening at the District in a timely manner.

The new General Manager needs to have significant progressive management experience and will address issues in an open and collaborative way. A strength that is highly desirable is the ability to bring people together in order to creatively and resourcefully solve problems, as well as the ability to be approachable, enthusiastic, and encourage cross departmental collaboration, communication and productivity.

## MINIMUM QUALIFICATIONS

A Bachelor's degree from a recognized college or university, preferably with specialization in recreation and park administration, public administration, or in a closely related field, plus, a minimum of ten (10) years of increasingly responsible experience in recreation and park administration, at least seven (7) years of which must have been in an administrative or supervisory capacity.

A master's degree in recreation and park administration, public administration or a closely related field is highly desirable, and a possession of a valid California Class C driver's license and Certificate of Automobile Insurance for Personal Liability are required.

## COMPENSATION

TDRPD offers a competitive salary and benefits package. The salary for this position is dependent upon experience and qualifications of the selected candidate. The current salary range for the General Manager is \$135,491 to \$181,563. An 8% increase in salary will become effective on October 1, 2022.

## BENEFITS

- Ten days paid vacation each year; fifteen days after two years of service; seventeen days after seven years of service; and twenty days of vacation after ten years of service.
- Twelve paid holidays a year.
- Sick leave accrued at one day per month.
- Five days of administrative leave per year.
- Induction into employee Money Purchase Plan (8% Gross earning placed into retirement by District, 6 year vesting period)
- Choice of joining health, dental, and vision plans for employees and their dependents. Employee's premium will be covered 100% and dependents at 85%.
- \$2,000 towards Health Savings Account (HSA) per year for employee only or \$4,000 towards Health Savings Account (HSA) per year for employee + 1.
- Social Security paid by District and employee.
- Life Insurance policy (\$100,000) paid by District and options to add supplemental.
- District Deferred Compensation Plan available, employee funded.
- Educational Tuition Reimbursement
- Employee Assistant Program
- Vehicle provided for work related use and commuting to and from work.



## APPLICATION PROCESS

To be considered for this opportunity, please submit the following by **5:00 P.M. (Pacific Time) on September 23rd, 2022** to apply.

- Cover letter
- Resume (including education, dates of employment, organization size, number of staff managed, and amount of budget)
- 3 Professional References

References will not be contacted without prior notification to candidates who are chosen for the selection process.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the Board of Directors.