

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Erin Feore  
Director of Human Resources

**SUBJECT:** Accept General Manager Magee's Letter of Resignation; and  
Provide Direction to Staff to Open General Manager  
Recruitment; and  
Review and approve General Manager Job Description and Pay  
Rate

**RELATED STRATEGIC:** Long Range Principle #4 - Workforce  
**PLAN INITIATIVE(S)**

**DATE:** June 18, 2024

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**I. RECOMMENDATION**

The Human Resources Director recommends that the Board of Trustees accepts General Manager Magee's letter of resignation, effective October 5, 2024, pursuant to Section 6.4 of the General Manager Employment Contract. Further, the Human Resources Director recommends the Board of Trustees provide feedback and direction as follows:

- That the Board of Trustees select one (or more) of the following recommendations by the Director of Human Resources, to include:
  - Appoint internal Interim General Manager; and/or
  - Review, interview, and appoint external General Manager; and/or
  - Open recruitment process to include providing direction to the HR Director to engage in RFP processes for Executive Recruitment firm(s) selection
- That the Board of Trustees:
  - Re-examine and recommend any changes to current General Manager job description; and
  - Review and recommend any changes to current salary range; and
  - Provide feedback and direction as to required skills/experience/background of preferred candidate; and
  - Set deadline for recruitment and anticipated date of interviews.

## **II. BACKGROUND**

On June 7, 2024, General Manager Bobby Magee notified the Board of Trustees of his intent to exercise the Notice of Termination by General Manager clause of his employment contract. Mr. Magee notified the Board of Trustees of his intent to resign his position as of October 5, 2024.

It is recommended by the Director of Human Resources that the Board of Trustees immediately begins the process of determining next steps as noted above, in advance of Mr. Magee's departure to ensure a smooth transition of leadership.

## **III. FINANCIAL IMPACT AND BUDGET**

The financial impact to the General Fund budget will be determined and provided to the Board of Trustees with the next Board of Trustees meeting, following direction given at this June 26, 2024 meeting.

## **IV. ALTERNATIVES**

As the District General Manager is the employee of the Board of Trustees, Staff welcomes any thoughts or recommendations from the Board at this meeting.

## **V. COMMENTS**

No additional comments at this time.

## **VI. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT**

Not applicable to this agenda item.

## **VII. ATTACHMENT**

Letter of Resignation, Bobby Magee – dated June 7, 2024  
General Manager Job Description  
Board Memo Dated August 18, 2024 re: Salary Considerations

**X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES**

The Board of Trustees provides direction and feedback as noted in Section III, Recommendations.

June 7, 2024  
IVGID Board of Trustees

Trustees,

Pursuant to Section 6.4 of the General Manager Agreement dated March 6, 2024, I am hereby notifying you that I am exercising the Notice of Termination by General Manager clause. In accordance with the provision, my final day on the job will be October 5, 2024.

A handwritten signature in cursive script, appearing to read "Bobby Magee".

Bobby Magee

## **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, 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 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:** \_\_\_\_\_



## **B M E M O R A N D U M**

**TO:** Board of Trustees

**FROM:** Erin Feore  
Director of Human Resources

**SUBJECT:** Review, discuss and possibly approve a salary range and any additional items such as housing allowance, relocation reimbursement, etc. so as to proceed with the recruitment of a new District General Manager

**RELATED STRATEGIC:** Long Range Principle #4 - Workforce  
**PLAN INITIATIVE(S)**

**DATE:** August 18, 2023

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### **I. RECOMMENDATION**

That the Board of Trustees review, discuss and possibly approve a salary range and any additional items such as housing allowance, moving stipend, etc so as to proceed with the recruitment of a new District General Manager.

### **II. BACKGROUND**

On August 9<sup>th</sup>, the Board of Trustees directed the Director of Human Resources to update the District's General Manager's job description to require residency within the Incline Village General Improvement District service area boundaries (Incline Village and Crystal Bay, Nevada).

A cursory search of available homes for sale in the Incline Village/Crystal Bay region notes real estate costs ranging from \$500,000 to multi-million dollar homes. Conversely, rental costs range from \$1,700 to \$25,000 per month. As such, the requirement for full time residency may come at a considerable cost to any selected candidate for this position.

Additionally, and in preparation for candidates who may currently reside outside of the Northern Nevada region, the Board should consider authorizing the Interim General Manager and Director of Human Resources to approve a relocation reimbursement package, not to exceed \$10,000.

Lastly, the Board of Trustees must set the salary range for the General Manager's position. The Director of Human Resources has provided an informal salary survey of regional agencies and salary comparisons of like agencies and positions to assist the Board of Trustees in their salary consideration.

**III. RECOMMENDATION**

Based on the informal survey conducted by the Director of Human Resources, the average base salary ranges between \$242,964 and \$288,803. It is noted in the District's salary matrix that the top of the grade is 45, with a maximum salary of \$263,259.54. Based on this information and the requirement for the General Manager to reside within the Incline Village/Crystal Bay communities, it is recommended that the General Manager's salary range be set at a minimum of \$270,000 but not to exceed \$300,000.

**IV. FINANCIAL IMPACT AND BUDGET**

Pending information from Finance

**V. ALTERNATIVES**

As the District General Manager is the employee of the Board of Trustees, Staff welcomes any thoughts or recommendations from the Board at this meeting.

**VI. COMMENTS**

No additional comments at this time.

**VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT**

Not applicable to this agenda item.

**VIII. ATTACHMENT**

General Manager job description  
Informal Salary Survey Report

**X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES**

The Board of Trustees needs to provide the Director of Human Resources with a salary range and additional direction regarding relocation and/or housing reimbursements for candidates living outside of the Incline Village/Crystal Bay community.