



**RESORT IMPROVEMENT DISTRICT NO. 1**  
**SHELTER COVE – HUMBOLDT COUNTY – CALIFORNIA**  
9126 Shelter Cove Road, Whitethorn CA 95589-9079  
707-986-7447, Fax: 707-986-7435, [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov)

# EMPLOYMENT OPPORTUNITY

Resort Improvement District No.1 (RID) is now accepting applications for the **General Manager** position.

General Job Description: The General Manager (full-time) is the Chief Executive Officer of the District and is responsible to the Board of Directors for carrying out the Board's policies, promoting the goals of the District and providing highly responsible administrative support. The General Manager directs, manages, and reviews the activities and operations of the District, and coordinates District services and activities among District departments and outside agencies. Position reports to Board of Directors.

Salary Range: \$90,000-\$130,000 (FLSA Exempt). Position includes full benefits package (CalPERS retirement, Healthcare coverage, Paid holidays, vacation and sick leave).

Application deadline: Position is open until filled. Apply by April 14th for first consideration...Interviews to be scheduled...

Apply: at the RID Main office located at 9126 Shelter Cove Road, Whitethorn, CA 95589.

All questions regarding this announcement should be directed to Sue Sack ([sue@sheltercove-ca.gov](mailto:sue@sheltercove-ca.gov)) or 707-986-7447. Application available at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov) . Please include a resume.



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**RESORT IMPROVEMENT DISTRICT NO. 1**  
**Shelter Cove Sewer and Other Facilities Maintenance District No. 1**

**POLICY TITLE:** Job Description: General Manager

**POLICY NUMBER:** 2300

**2300.1** **General Description:** The General Manager is the Chief Executive Officer of the District and is responsible to the Board of Directors for carrying out the Board’s policies, promoting the goals of the District and providing highly responsible administrative support. The General Manager directs, manages, and reviews the activities and operations of the District, and coordinates District services and activities among District departments and outside agencies.

**2300.2** **Principal Duties:**

**2300.2.1** Makes management decisions for the District in conformity with Board-established policies and procedures. Plans, organizes, directs, implements, and supervises the functions and activities of the District to achieve efficient operations and to meet plans, objectives and goals.

**2300.2.2** Maintains a close working relationship with the Board and all the Board advisors. Keeps the Board advised on needs of the District.

**2300.2.3** Prepares and recommends for Board approval, the District’s annual budget. Administers District financial operations and expends District funds in conformity with the District budget. Exercises discretionary authority to manage and transfer funds within the major budget categories. The General Manager will, as a minimum, provide the Board monthly review of revenues or expenditures.

**2300.2.4** Directs the District’s utility operations and construction superintendents in the strategic planning of the utility systems (power, water, sewer) and provides direction to each of the departments to proactively manage the maintenance and repair of those systems. Anticipates and plans for emergency operations of all utility systems.

**2300.2.5** Identifies the need for utility systems improvements and modernization projects and, upon Board approval, pursues methods to achieve those approved system improvements. Actively pursues grant funding to support the financial requirements of the projects.

**2300.2.6** Plans, directs and supervises the District’s Capital Construction Crew and capital improvement projects.



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**2300.2.7** Administers the District's personnel system including employment hiring, training, evaluation, discipline, and termination of District staff. Insures all utility operations staff is proficiently cross-trained across all power, water, and sewer operations and insures all personnel are trained and knowledgeable about operational changes of equipment and/or procedures in the utility systems. Through effective use of leadership and communication skills enhances employee morale. Recommends new and/or revisions to current positions and job descriptions to the Board for action.

**2300.2.8** Works directly with Humboldt County departments to effectively establish and maintain working relationships with those County department's which support and provide services and assistance to the District. Acts as the agent for the Board in meeting and conferring with the County departments to achieve those ends. .

**2300.2.9** Acts as the agent for the board in meeting and conferring with District employees, employees organizations, and the employees union bargaining agent. Seeks Board input and approval of labor negotiations and final labor contract or Memorandum of Understanding.

**2300.2.10** Reviews utility rate structure to determine areas where adjustments are needed. Recommends changes in the Administrative Rate Schedule to the Board for approval.

**2300.2.11** Assures compliance with laws, regulations, codes, and ordinances applicable to the District including oversight of the District's safety program. Directs utility system operators in completing required testing, sampling, reporting and logging of system operations statistics necessary to support District permits and licenses to operate utility systems and associated equipment.

**2300.2.12** Cultivates a positive working relationship with customers of the District and the general public.

**2300.2.13** Demonstrates the personal qualities necessary to build positive relationships with outside agencies as applicable.

**2300.2.14** Enhances leadership and other professional skills through continuing education and training.

**2300.3** **Minimum Qualifications:**

**2300.3.1** Experience and Education: Eight years of experience and/or education which would provide the necessary knowledge and abilities is required. Such knowledge and abilities typically could be attained through:



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**2300.3.1.1** Five years of broad and extensive work experience in a management or administrative position in a private or public agency, preferably including administration of domestic water and/or electrical power distribution. Background experience working with an elected Board or Commission, responsibility for formulation and implementation of programs, budgets and administrative operations, and demonstrated success in working with people.

**2300.3.1.2** Equivalent to graduation from a regionally accredited four-year college or university with a major in Business Administration, Public Administration, Civil Engineering, or a closely-related field.

**2300.3.2** Possession of the category of California Driver's License required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District's insurance carrier.

**2300.3.3** Persons appointed to this position must qualify for fiduciary bonding.

**2300.3.4** Physical Requirements: The General Manager must pass a medical examination and drug test paid for by the agency. This medical examination will evaluate the applicant's ability to meet the physical and health status requirements as stipulated in the District's medical standards which will include drug and alcohol testing.

**2300.3.5** Residence in Shelter Cove area (zip code 95589)

**2300.4** **Desirable Qualifications:**

**2300.4.1** Experience in: An agency providing domestic water and distribution and/or wastewater collection, treatment and disposal.

**2300.4.2** Ability to: Operate automated equipment and standard applications software.