



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

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, reporting directly to the Board of Directors. The GM is responsible to the Board of Directors for carrying out the Board's policies, promoting the goals of the District, providing highly responsible administrative support, managing employment practices and supervising District personnel. 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.

Minimum Requirements: Eight years of extensive work experience in a management or administrative position in a public agency, 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.

Or graduation from a regionally accredited four-year college or university with a major in Business Administration, Public Administration, or Civil Engineering; and five years of extensive work experience in a management or administrative position in a public agency, 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.

General Manager must be a full time resident in Shelter Cove.

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

Application Deadline: Position is open until filled. Apply by **September 21st, 2023** for first consideration. Interviews to be scheduled soon after this date.

Conditional job offers: Successful candidates who receive a conditional job offer will be required to successfully pass a criminal history background check (through Live Scan), a credit check, and a DMV check for a valid CA. driver license.

Apply: Mail or drop off your completed application **and** resume to RID, at 9126 Shelter Cove Road, Whitethorn, CA 95589. Or email to sue@sheltercove-ca.gov

The District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you require a reasonable accommodation to complete the pre-employment process, including the application and/or any scheduled interview, please notify the District office. We assure you that your opportunity for employment with this District depends solely on your qualifications.

All questions regarding this announcement should be directed to Susan Sack (sue@sheltercove-ca.gov) or 707-986-7447. Job application available online at www.sheltercove-ca.gov . Please include a resume.