



Invitation to Apply IVGID DIRECTOR OF HUMAN RESOURCES Incline Village/Crystal Bay, Nevada



About Our Position

This position reports to the General Manager and requires strategic vision, sound judgement and a commitment to public service. As a key member of the Senior Leadership Team is responsible for leading all aspects of Human Resources, including employee relations, compliance, compensation, benefits, recruitment, retention, performance management, risk management, training, policy development and adherence to applicable federal, state and local laws. Plays a vital role in shaping a positive organizational culture that aligns with the District's mission, values, and long-term objectives

Who We Are

Incline Village and Crystal Bay, Nevada are located on the north shore of Lake Tahoe with approximately 9,400 parcels in an unincorporated rural area of Washoe County. The Incline Village General Improvement District (IVGID) was established in 1961 by Washoe County (under NRS, Chapter 318) and chartered to provide water, sewer, trash and recreation services. Governed by an elected Board of Trustees, acting on behalf of the electorate to set policy and determine strategies for accomplishing the charter. Within statute limits, IVGID is empowered to determine what facilities and services to offer that preserve or enhance the general health, safety and welfare of the community. IVGID venues include Administration, Golf, Parks & Recreation (to include Tennis/Pickleball & Beach operations), Food & Beverage, Ski Resort, Facilities & Events and Public Works. The District employees approximately 125 year-round employees, most of them full-time and over 500 seasonal employees for both summer and winter operations.



IVGID's Ideal Candidate

This role is ideal for a mission-driven leader who thrives in a dynamic, community-centered environment and is passionate about cultivating a positive and productive workplace culture. Seeking an experienced and strategic HR leader with a strong track record in people management, policy development and operational excellence. This individual will bring a collaborative, forward-thinking mindset and a proven ability to lead complex HR functions within a public sector, service-oriented organization.

Key Attributes

- **Leadership & Strategic Vision:** Demonstrates expert-level leadership in guiding HR, Payroll/Benefits, and Risk Management staff. Has a proactive and solutions-focused approach to aligning HR strategy with organizational goals and public service values.
- **HR Expertise:** Brings deep knowledge across all HR disciplines including recruitment, employee relations, performance management, classification and compensation, labor relations, training, benefits administration, and legal compliance (FMLA, ADA, FLSA, Title VII, etc.).
- **Labor & Employee Relations:** Experienced in union negotiations and collective bargaining, with the ability to manage labor contracts, advise on discipline, and foster positive employee relations.
- **Team Development:** Skilled in hiring, training, mentoring, and evaluating HR and risk management staff. Fosters a high-performing, service-oriented team culture and supports professional development.
- **Customer Service Orientation:** Maintains a strong commitment to customer and employee satisfaction through responsive service delivery and continuous improvement of HR programs.
- **Training & Development:** Oversees training programs including customer service and management workshops. Makes data-driven recommendations to improve effectiveness and retention.

Minimum Qualifications

- Bachelor's degree in HR, Business/Public Administration or related field.
- Seven+ (7) years of progressive HR experience, including five (5) in management role.
- Public sector HR experience is highly desired.
- Preferred: SHRM-CP/SCP or HRCI PHR/SPHR certification.
- Valid Driver's License and ability to pass a background check (State & Federal rules apply).
- High level of initiative and independent judgement within area of responsibility.
- Knowledge of Tyler Enterprise system is a plus.



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Key Attributes (continued)

- **Public Sector Experience:** Understands the complexity of working in a public agency with transparency, compliance, and accountability to the community.
- **Technology & Systems Savvy:** Proficient in using HRIS, financial systems, and productivity tools to manage records, reporting, payroll, and analytics.
- **Presentation & Communication Skills:** Adept at presenting HR matters to the Board, senior leadership, and community groups with clarity and professionalism.



Compensation

The District offers a fantastic and competitive total compensation package to compliment working at one of the most beautiful locations in North America – Lake Tahoe.

- \$150,000 - \$180,000 annual, depending on qualifications. *(Nevada does not have a State Income Tax)*
- District paid group medical, dental, vision and prescription for employee and 75% District paid premiums for eligible dependents.
- District paid short-term and long-term disability insurance.
- District paid \$50,000 life insurance for employee.
- Section 125 Flexible Spending Account and supplemental insurance options.
- 401(a) pension at 13.3% of gross annual salary and 457(b) deferred compensation with 8% District contribution (with option to contribute additional amount).
- Twelve holidays and monthly accrual of sick and vacation leave*
- Recreation access to: Incline Recreation Center (indoor pool, fitness area, gym), Incline Tennis & Pickleball Center (8 tennis/ 15 pickleball courts), Incline Golf Courses (two 18-hole courses, driving range, pro shop), Diamond Peak Ski Resort (655 acres of groomed and tree skiing trails).

**Additional Senior Leadership Team benefits apply.*



IVGID Director of HR - Application Process

This position is **OPEN UNTIL FILLED**.

To view job description and apply go to: <https://www.yourtahoeplace.com/jobs>

Must submit a District application, cover letter and a detailed resume.

Candidate information will be screened utilizing the position criteria and the most highly qualified will be invited to participate in the selection process.

EOE Posted 6.26.25

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