



Invitation to Apply DISTRICT GENERAL COUNSEL Incline Village/Crystal Bay, Nevada



About Our Position

This position serves as the chief legal officer, providing legal guidance and managing the District's legal affairs while ensuring compliance with all applicable laws and regulations. The District General Counsel will collaborate with the District General Manager, Senior Leadership Team and Board of Trustees to analyze applicable laws and regulations, contracts, policies, and resolutions to ensure compliance and protect the interest of the District.

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, and Facilities & Events. The District may employ 500 seasonal, part-time and full-time year-round employees at any given time.



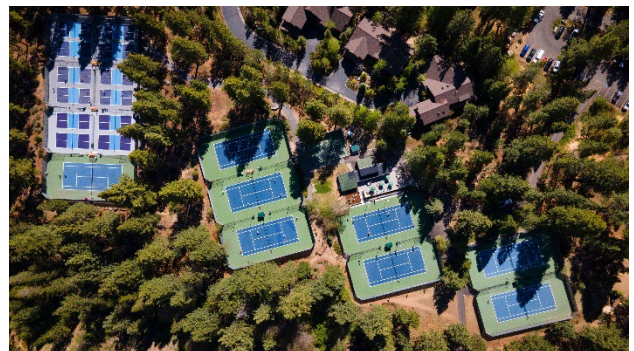
Our Ideal Candidate

We're seeking a candidate with a strong legal background and expertise in public and administrative law, particularly as it relates to government operations. The ideal candidate is well-versed in regulatory compliance, contracts, employment law, and local government functions. They possess exceptional skills in legal research, writing, and communication, with the ability to deliver clear, practical advice to elected officials and District staff. Proven experience managing complex legal matters, balancing multiple priorities under pressure,

and navigating the regulatory landscape of local government is essential. A proactive mindset, commitment to staying current with legislative changes, and dedication to providing training and guidance on key legal issues and best practices is a must.

Responsibilities Include

- **Legal Advice:** Provides legal advice on a broad range of issues, including administrative law, regulatory compliance, contracts, and employment law as they relate to local government operations.
- **Contract Management:** Drafts, reviews, and negotiates contracts, memoranda, policies, and other legal documents. Overseeing the negotiation of labor/collective bargaining agreements entered into by the District.
- **Legal Research and Analysis:** Conducts legal research and analysis to prepare and provide legal opinions advising the Board and staff on decision-making policy and development.
- **Representation:** Represents the District in legal proceedings, negotiations, and administrative hearings.
- **Legislative Monitoring:** Regularly monitors changes in legislature and advises the District General Manager and Board of Trustees on their impact on the District's operations.
- **Policy Development:** Assists in the development and implementation of legal frameworks and best practices; reviews, analyzes, and provides recommended updates to current District policies and resolutions to ensure ongoing compliance with regulatory agencies.
- **Board Meetings:** Attends all regular and special Board of Trustees, Audit Committee, and Board Advisory Committee meetings, held during and outside regular business hours either in-person or via Zoom, as directed.
- **Ongoing Training and Updates:** Provides ongoing updates and training to District staff and Board of Trustees on specific legal matters and current best practices related to litigation to protect IVGID interests.



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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.

- \$166,000 - \$193,000 annual, depending on qualifications. (*Nevada does not have a State Income Tax*)
- District paid group medical, dental, vision and prescription for employee and percent for eligible employees.
- 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).



Qualifications Include

- Juris Doctor (JD) from an accredited law school.
- Licensed to practice law in the state of Nevada and in good standing with the Nevada Bar Association.
- Minimum of Five (5)+ years of legal practice, with a focus on public and administrative law preferred.
- Knowledge and strong understanding of local government operations, governance and regulatory framework. Familiarity with public sector law, including land use and zoning, public procurement, employment law, and regulatory compliance.
- Excellent legal research, writing, and analytical skills. With strong communication and negotiation abilities to provide clear and practical legal advice to elected officials and District staff.
- Collaborative approach to work and strong relationship-building skills.
- Ability to work under pressure, manage multiple conflicting priorities, and handle sensitive matters confidentially.
- Understanding of financial statements and able to analyze statistical data in cases involving discrimination, labor law or policy impacts and assess probabilities and risks in litigation or settlement negotiations.
- Able to structure arguments and identify inconsistencies in data. Apply logical frameworks to support case strategies or compliance reviews. Break down complex legal issues and make well-reasoned decisions in high pressure situations. Predict outcomes based on established laws and precedents.

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Application Process

District General Counsel

The DEADLINE TO APPLY 5:00pm (PST), Wednesday, April 23, 2025.

To apply: www.yourtahoeplace.com/jobs

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

The recruitment process is being exclusively managed by the Human Resources Department.

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

Contact IVGID HR - jobs@yourtahoeplace.com or 775-832-1100

Equal Opportunity Employer

3.26.25



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