



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-13  
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## GENERAL MANAGER RECRUITMENT

**DATE:** January 30, 2024

**TO:** District Board Members

**FROM:** Jessica Grunst, Human Resources Specialist and Account Clerk II; Jessica Asher, Program Manager and Board Secretary; Mike Geary, General Manager

**SUBJECT:** General Manager Recruitment

**BACKGROUND:** Mike Geary, General Manager, resigned from the District on October 24, 2024; his last day will be March 6, 2024. As such, the District is recruiting a new General Manager. On November 8, 2023 the employment opportunity was posted with an application deadline of December 12<sup>th</sup>. The job was posted on Governmentjobs.com, Zip Recruiter, Indeed, California Special Districts Association, Truckee Tahoe Jobs Collective, Facebook, Nextdoor, the Sierra Sun (online and print), the District website, the District office bulletin, and the Olympic Valley Post Office bulletin. The District received thirteen (13) applications. The Board interviewed three (3) applicants, however, none were appointed to the position.

Staff reposted the position on January 3<sup>rd</sup> at the same posting locations excluding the Sierra Sun and Zip Recruiter. As of January 23<sup>rd</sup>, the District has received 9 additional applications. Per Direction from the Board, an executive recruiter has not been engaged for this recruitment to date.

**DISCUSSION:** Staff are optimistic that the District will continue to receive applications. Moving forward, the following review process is proposed:

1. As of the date of this exhibit preparation, the job announcement conveys that applications will be reviewed on the 15<sup>th</sup> and 30<sup>th</sup> of each month until the position is filled.
2. After each bi-monthly deadline, administrative staff will compile all application packages within 1 day.
3. Staff will review all applications within 1 day of the above step. Staff's recommendation to proceed with a candidate will be based on the endorsement of at least 50% of the reviewing staff.

4. Application packages will be shared with the Board. The documents will be uploaded to a shared location organized by date and staff's recommendation. Directors will be requested to provide their candidate preferences for interviews within three (3) days.
5. Staff will schedule an interview at a special Board meeting for applicants in whom at least two (2) board members express interest. Staff will send all other applicants a letter thanking them for their interest informing them that further steps will not be pursued.

**ALTERNATIVES:** 1. Provide direction to staff to proceed with recruiting as outlined.

2. Provide direction to staff to modify the recruitment efforts.

**FISCAL/RESOURCE IMPACTS:** The full fiscal and resource impacts of recruiting and hiring a General Manager has involved significant staff time. To date, the District has spent approximately \$3,500 on the recruiting effort. If the Board would like to authorize staff to hire a headhunter, the cost would likely range from 15% - 40% of the position's first-year salary.

**RECOMMENDATION:** Provide direction to staff regarding General Manager recruitment.

**ATTACHMENTS:** None.

**DATE PREPARED:** January 23, 2024