

General Manager:

- Supervise District finances
- Supervise District facilities (IVCR and soon IVCC)
- Supervise District services
- Grow, maintain, and develop District partnerships
- Administer Internship program
- Attend meetings representing the District
- Prepare for, plan, and set up Board meetings, agenda items for Board discussion/action, and materials
- Government relations with other special districts, county, state, and federal
- Supervise District employees
- Maintain and carry out the policies set by the Board
- Conduct community outreach, analyze the needs of the District, and make recommendations for future acquisitions, projects and improvements to meet those needs
- Communicate with Board members in a proactive manner during and outside of Board meetings

Assistant General Manager / Operations Specialist:

- Serve as an internal control for District finances (20%)
- Administer the Rental Housing Mediation Program (20%)
- Assist in administering District outreach and communications: press releases, website, email list, social media (20%)
- Attend Board meetings and assist in following up Board direction (20%)
- Ensure more consistent open office hours for the District office and assist in the organization of the office and District records (20%)
