



**GREAT REDWOOD
TRAIL AGENCY**

GENERAL MANAGER

This is a re-post.

Salary \$120,000-140,000

Serve as the General Manager of the Great Redwood Trail Agency (GRTA), a local agency that is managing the development of the Great Redwood Trail.

The Great Redwood Trail

The Great Redwood Trail will be a 320-mile, world-class, multi-use rail-to-trail project connecting California's San Francisco and Humboldt Bays. The trail will be constructed along the former rail corridor of the North Coast Railroad Authority. The General Manager will lead the newly created agency and help establish this world class rail trail.



419 Talmage Road, Suite M, Ukiah, CA | thegreatredwoodtrail.org





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The Great Redwood Trail Agency

The Great Redwood Trail Agency (GRTA) is a local agency established by the Great Redwood Trail Agency Act, Government Code § 93000 et seq., to develop and manage the Great Redwood Trail and discharge the duties of a rail common carrier before the Surface Transportation Board. The Great Redwood Trail Agency replaced the North Coast Railroad Authority (NCRA) in March 2022. The GRTA's service area is the former NCRA rail corridor in Mendocino, Trinity, and Humboldt Counties. The GRTA has a nine member Board of Directors.

The Position and the Ideal Candidate

Serve as the General Manager of the Great Redwood Trail Agency (GRTA). The General Manager will oversee and manage day-to-day operations of the GRTA and assist with implementing the vision of the Great Redwood Trail. The ideal candidate will have broad experience in all facets of small agency management, and a passion for solving problems and building a world class trail system.

The successful candidate must be able analyze and implement policy directives and to develop, oversee, and implement projects and programs in a variety of areas. The General Manager will be a hands-on leader for this newly formed agency. It will be essential for the successful candidate to have the capacity to pivot between operations, asset management, board support, and trail planning. A background in trail or park management is preferred. An administrative generalist is highly desirable. As the agency's leader, it will be of the utmost importance to consistently practice fairness and equity in all actions and decisions. They will need to readily develop credibility by listening, building trust, and implementing feedback to improve agency outcomes.

The General Manager may be located anywhere in the region of the Great Redwood Trail. The position will require attendance at in person meetings throughout the region, from Humboldt to Marin Counties. The position will require some travel.





Essential Functions

- Manage GRTA Operations: Hire, evaluate, and supervise employees. Review existing processes and develop policies, procedures, and manuals to ensure successful operation of the GRTA.
- Financial Management: Develop an annual budget and work program. Manage organizational finances, develop and implement a business plan and long-term funding strategy for the GRTA.
- Manage GRTA Assets: Maintain the assets of the GRTA and periodically assess assets for safety and maintenance. Develop and implement solutions to property management issues.
- Work with GRTA Board: Effectively communicate with the GRTA Board. Organize and lead the GRTA Board meetings, approximately six per year, in accordance with the Ralph M. Brown Act.
- Implement the vision of the Great Redwood Trail: Promote the vision of the Great Redwood Trail, participate in master plan process and develop partnerships to support trail planning, construction, and management.

Education and Experience

The ideal candidate will possess the following:

- Capacity to manage multiple complex projects, including management of consultants.
- Experience effectively engaging with permitting/regulatory agencies.
- Experience working effectively with staff, elected officials, governmental and private agencies, and the public.
- Supervisory skills and experience
- Experience managing real property
- Strong written and oral communication abilities; experience presenting projects at community meetings, administrative, legislative, and public hearings.
- A degree in business administration, public administration, or other relevant area of study.
- Professional experience in organizational leadership, administration, or other relevant work.



Compensation

The Great Redwood Trail Agency offers a competitive salary and excellent benefits package. The salary range for this position is \$120,000-140,000 annually, depending on qualifications.

Benefits include:

- Retirement: CalPERS with a 2% @ 62 formula. "Classic" CalPERS members may be eligible for placement on other pension tiers. The Agency does not participate in Social Security.
- Health Benefits: \$1,000 monthly contribution towards CalPERS medical insurance. Dental and vision benefits to be determined.
- Vacation: Accrual at the rate of 120 hours annually during the first three years. Accrual rate of 160 hours annually after three years.
- Administrative leave: 40 hours annually.
- Sick Leave: Accrual on an hourly rate equivalent to 96 hours annually.
- Holidays: 11 paid holidays annually (same as the state of California)





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Application and Selection Procedure

This position is open until filled. To be considered for this position, submit your resume, cover letter, and a list of work-related references (at least two) by **September 29, 2023** to **info@thegreatredwoodtrail.org**. Please put "General Manager Application" in the subject line.

This is a re-post. If you have already applied for this job vacancy, your application is still being considered. You do not need to resubmit an application.

