



## TRIGID JOB ANNOUNCEMENT

TRI General Improvement District is the water, wastewater, and future reuse utility of the Tahoe-Reno Industrial Center in Northwestern Nevada. We operate a complex and expanding public utility that exclusively serves industrial and commercial customers in the world's largest industrial center. We are currently looking for a full-time Administrative Services Manager (Secretary/Treasurer) position for our organization. Apply to become a part of the leadership team in this dynamic public sector special district!

### **Administrative Services Manager Position Summary**

**Salary Range:** \$51,147 - \$78,756 (salaried, at-will position)

**Summary:** Under supervision of the General Manager, the Administrative Services Manager (ASM) generally serves in the capacity of the Secretary/Treasurer of the District and supports the General Manager on all finance and administrative aspects of the GID.

**Education and Experience:** Associate degree in finance, business administration, or a related field; AND five (5) years of finance and administrative support experience; OR an equivalent combination of education, training and experience. Public Works Experience strongly preferred.

View the complete job description at [www.tri-gid.org/employment](http://www.tri-gid.org/employment).

To apply, you can find the TRIGID Application at [www.tri-gid.org/employment](http://www.tri-gid.org/employment).

Forward the completed application to Shari Whalen at [swhalen@tri-gid.org](mailto:swhalen@tri-gid.org).

This recruitment will remain open until filled. Incomplete TRIGID applications will not be considered.

TRI General Improvement District is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category. TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.