



EAGLECREST HUMAN RESOURCES COMMITTEE

AGENDA

January 21, 2026 at 12:00 PM

Zoom Webinar Only

<https://juneau.zoom.us/j/88555371873> or 1-253-215-8782 Webinar ID: 885 5537 1873

- A. ROLL CALL
- B. APPROVAL OF AGENDA
- C. AGENDA TOPICS
 - 1. FY27 PERSONNEL PLANNING AND BUDGET
 - 2. GM RECRUITING PLAN

MEMO

- D. BOARD OF DIRECTORS' COMMENTS AND QUESTIONS
- E. NEXT MEETING DATE
 - 3. FEBRUARY 18TH
- F. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's Office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's Office telephone number is (907) 586-5278, e-mail: city.clerk@juneau.gov.



MEMORANDUM

Date: January 20, 2026

To: Eaglecrest Board of Directors, Human Resources Committee

From: Dallas Hargrave, CBJ Human Resources & Risk Management Director 

Re: General Manager Recruitment and Selection Process

This memorandum outlines options for the Board to consider when deciding the General Manager recruitment process, including the “pros and cons” of each option. Additionally, if the Board is interested in using option two or option three, I have included preliminary recruitment and selection information and a timeframe. The specific selection criteria for this recruitment process will only be discussed in executive sessions of future meetings.

Recruitment process

Below are three recruitment options that the Board may consider using. If the Board selects Option 2 or 3, and those recruitment efforts are unsuccessful, Board could still eventually choose Option 1.

Option 1: Selecting a Search Firm

Identify a search firm that specializes in ski area leadership and/or municipal leadership recruitment. Use their services to source and pre-screen candidates.

PROS

- Recruiters often have their finger on the pulse of who is looking within the specialty (municipal leadership).
- A good recruiter will also contact individuals who are not looking and proactively source candidates for you.
- Uses less existing staff resources.

CONS

- You will mostly be offered the candidates within that recruitment firm’s “stable” of executives.
- May have to go through an RFP process to select the search firm which would add 4-6 weeks of time to the selection process.
- Can be expensive—will likely cost 25% - 33% of annual salary

Option 2: In-house recruitment

Run an in-house recruitment effort similar to the process that was used when the last GM was hired.

PROS

- Gives the Board a degree of control over the sourcing process used.
- Cost effective.

CONS

- May miss candidates who will only go through a recruitment firm.
- More staff intensive.
- Will likely get candidates who are actively looking.

Option 3: Blended Effort

Run an in-house recruitment effort but allow recruiters to provide candidates. CBJ staff would screen applicants, but if a candidate was chosen who was forwarded by a recruitment firm, we would pay a fee to the recruiter.

PROS

- Recruiters often have their finger on the pulse of who is looking within the industry.
- Recruitment firms looking for the fee may also actively source candidates who are not looking but might be interested.

CONS

- There would be a fee to the recruitment firm if that is where the final candidate is selected from.
- Still moderately staff intensive as prescreening would still be conducted at the staff level.

Proposed Selection Process

If the Board selects Option 2 or 3, I propose the following selection process steps. This is a general outline and the exact process that the Board uses may need to be adapted based on the results of the recruitment efforts.

1. The Board either appoints a GM Search Committee or designates the Human Resources Committee as the search committee. The Committee is charged with approving recruitment and selection process and materials, and with identifying a slate of finalists for full Board consideration. The CBJ HRRM Director is available as staff to the committee if desired by the Board.
2. Position is posted for at least 30 days. The Board may want to consider to post the position until it is filled (without a closing date) and indicate that the first review of applications will occur after the position has been posted for 30 days. Advertising to include internal posting process (includes governmentjobs.com and indeed.com), and any other relevant industry groups.
3. HRRM Director screens applicants against subcommittee criteria. For those candidates who possess the identified experience and education, an initial video conference screen

is conducted to verify work history, get a general sense of communication style, and answer questions the candidate might have.

4. Results of the initial screening process are presented to the Committee who selects candidates (likely 4-8) to take through an initial video conference interview. Any Board member who is not on the Committee is invited to listen to the interviews.
5. Committee then selects the top 2 – 4 candidates for an in-person visit and selection process. This is an estimate of the number of finalists, and the actual number selected by the Committee is dependent on the applicant pool and the committee decision.
6. The entire Board sits as the finalist panel to interview and select the top candidate. Selection process activities will be identified in executive session, and portions of candidate interviews will need to be done in a public session. The Board may also choose to do other selection events or assessment exercises as part of the finalist selection process.

Recruitment and Selection Timeframe

Below is a general proposed timeframe for the General Manager recruitment and selection process.

Date	Activity
January 21, 2026	Board appoints Search Committee or designates HRC as the search committee.
January 22, 2026	GM position is posted and advertised.
Early to mid February (Dates TBD)	Recruitment period. Search Committee meets to develop selection process materials.
Early to mid February	HRRM Director screens candidates who meet the criteria identified by the Search Committee. Prepares reports for Search Committee.
Late February (Date TBD—after position closes)	Search Committee meets to review slate of candidates and make a determination on which candidates will proceed further in the selection process. HR begins background checks on semi-finalist candidates.
Late February to Early March	Search Committee interviews semifinalist candidates via video conference.
Early March	Search Committee identifies finalists to recommend to full Board.
Early March	Full Board meets to select finalist candidates for in person finalist process.
Mid March	HR staff arrange for candidate site visits. HR conducts reference checks on candidates identified for a site visit.
Mid to Late March	Finalist selection process conducted
Late March	Negotiations with successful candidate—candidate gives notice if currently employed.
Late April/Early May	First day of employment

Next Steps

If the Board is interested in Option 2 or 3 for recruitment, then a Search Committee should be designated by the Board, preferably at the meeting today if possible. Once the Search Committee is established, the committee can meet to consider options and provide direction to the HRRM Director for selection processes and criteria. The HR Committee should review the

current position description (attached to the agenda) and provide guidance to the CBJ HRRM Director if any changes are desired. The HR Committee should review the last GM job posting and provide any guidance on recommended changes to the CBJ HRRM Director so that the position can be posted.

If the Board is interested in Option 1 for recruitment, then the Board should provide direction to the CBJ HRRM Director to engage in the proper procurement process to select a recruitment firm, and potentially designate the HR Committee to work with the HRRM Director to select the firm.



City & Borough of Juneau Eaglecrest Ski Area General Manager

SALARY	\$100,000.00 Annually	LOCATION	Juneau
JOB TYPE	Full-Time	JOB NUMBER	202400372
DEPARTMENT	Eaglecrest	OPENING DATE	06/07/2024
CLOSING DATE	Continuous	POSITION NUMBER	142005
BARGAINING UNIT	Unrepresented	PAY RANGE	117
HOURS PER WEEK	40	TELEWORK AVAILABILITY	Not Available

Description



**Come and enjoy a great work experience while enjoying
some of the best quality of life in North America!**

The City and Borough of Juneau, Alaska is recruiting for an experienced executive capable of managing day to day operations, maintaining financial accountability, developing short term and strategic plans, and developing and maintaining positive community relationships for our publicly owned ski area.

WHO WE ARE LOOKING FOR

The Eaglecrest Ski Area Manager serves as general manager of the Eaglecrest Ski Area, reporting to the volunteer Board of Directors of the Eaglecrest Ski Area (Board) who reports to the Assembly of the City and Borough of Juneau. This position oversees year-round operation of the Eaglecrest Ski Area. This includes, mountain and business operations, equipment, personnel, public relations, marketing, relationships with concession businesses and community outreach. The Ski Area Manager is responsible for overseeing management of the mountain in accordance with all standards, ordinances, regulations and applicable laws, in order to provide a safe recreation and working environment.

Eaglecrest is currently undergoing a significant expansion that will include the installation of a gondola. The newly purchased gondola will serve skiers during the winter and will allow for greatly expanded summer operations. The general manager will play a central role in guiding this project.

THE BENEFITS OF JOINING OUR TEAM

The General Manager reports to a Board of Directors appointed by the CBJ Assembly and is responsible for a staff of seven year-round full-time employees and a seasonal staff of 160. The Eaglecrest Ski Area operates four double chairlifts, covers 640 acres, has a vertical drop of 1,620 feet and offers a variety of terrain for all ability levels. The area also maintains 6km of

Nordic trails. Facilities include base area facilities which house food & beverage, ski patrol, seasonal & day lockers, equipment rental, Snowsports School, ticketing/sales and vehicle and maintenance shops. The area also operates a snow making system. In addition to the winter operation, Eaglecrest is a popular hiking location and has the only downhill mountain bike trail in Juneau. Plans are in place to begin the development of summertime gondola operations and numerous summer vendors currently operate on Eaglecrest property. For additional information on Eaglecrest visit <http://www.skijuneau.com>.

The Eaglecrest Ski Area enjoys strong community support, has a base of over 2,000 seasonal product holders and sees approximately 50,000 skier visits per season. The fiscal year 2024 projected budget is \$3.84M, which includes financial support from the City & Borough of Juneau. While predominately a local area, Eaglecrest is seeing an expanding exposure on the national scene. The ski area also has a close relationship with the Eaglecrest Foundation, a non-profit 501c3 organization that was founded to solicit and manage donations for the exclusive benefit of the Eaglecrest Ski Area.

Juneau, the capital city of Alaska, has a total population of approximately 32,000 and hosts over 1.5 million summer cruise ship passengers a year. Juneau is geographically isolated on the Southeast Alaska panhandle and is located in the middle of the Tongass National Forest. There is immediate access to wilderness and the city has a thriving arts community, an active community, and many other benefits not normally found in a city of this size. These factors combine to make Juneau a great place to live, work and play. Visit <http://www.traveljuneau.com> for more information on Juneau.

Starting salary range for this position is \$100,000, and is negotiable, depending on experience. In addition, the City and Borough of Juneau offers an excellent benefits package including participation in a state retirement plan, a generous leave package, and exceptional health and wellness plans. Relocation assistance may be available.

WORKING HOURS AND LOCATION

The hours and days for this position are at least 40 hours a week and generally correspond to the hours of operation at Eaglecrest. After-hour attendance at public meetings and events is also required.

Typical Responsibilities

DESCRIPTION OF WHAT YOU WILL BE DOING

Responsibilities include planning for future development according to Board policies, through by-laws, operations plans, personnel plans, employee and supervisor handbooks, and general direction. The General Manager attends Board meetings and represents the Board at other public meetings at the discretion of the Board. The General Manager is responsible for quality control in the conduct of individual departmental functions and for meeting timelines for service delivery, safety measures, and financial integrity.

This position must show strong abilities in leadership, managerial oversight, and coordination of activities. This requires the ability to foster working relationships with ski area department managers, their appropriate staffs, the Board, the community, clubs, volunteer National Ski Patrol, and the Assembly of the City and Borough of Juneau.

Minimum Qualifications

DESIRED QUALIFICATIONS:

The successful candidate will have excellent high level management experience and the ability to lead and work with a team. The candidate should have a solid background in finance; experience with long range and strategic planning and the ability to work the City Assembly, community organizations, media, and the general public. Five (5) years' experience in the ski industry, with senior management experience is preferred.

Special Note: The successful candidate must be able to travel to various locations on and off the mountain to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid Alaska driver's license and satisfactory driving record is required.

Supplemental Information

ADDITIONAL REQUIRED INFORMATION

In addition to completing the application, please submit a cover letter and resume.

HIRING MANAGER CONTACT INFO

For more information about this position, or the City and Borough of Juneau, please contact:

Dallas Hargrave
Human Resources & Risk Management Director
Dallas.Hargrave@juneau.org
(907) 586-0225

Note: The General Manager is within partially exempt service and serves at the pleasure of the Eaglecrest Board of Directors. Applications received are subject to public disclosure.

The selected candidate must have unquestioned ethics and personal integrity. All information provided by the candidate will be verified. Candidates who materially misrepresent any information provided in the employment process will be excluded from consideration or dismissed if already employed.

This announcement remains open until filled or closed. The first round of applications will be reviewed beginning July 8, 2024.

Please read the below information carefully to ensure your application submission meets all submittal requirements.

Education

If you are using education to meet the minimum qualifications, you must document your education in your application, and you may be required to provide transcripts.

Work Experience

If you are using work experience to meet the minimum qualifications, you must document your work experience in the application.

If your application does not support minimum qualifications, you may not advance to the interview and selection phase of the recruitment.

NOTE: Attaching a resume or curriculum vitae is not an alternative to filling out the application in its entirety. Noting "see resume or CV" or any similar response on any portion of your application may lead to a determination that your application is incomplete and removal from consideration for this job posting.

Application Assistance

For questions regarding application submission or system operation errors, please visit:

www.governmentjobs.com/careers/juneau/helpandsupport/applicationguide. If your question is not answered in the FAQ, you may contact the Department of Human Resources & Risk Management at (907) 586-5250 or employment@juneau.gov.

For applicant password assistance, please visit:

<https://www.governmentjobs.com/OnlineApplication/User/ResetPassword>

EEO Statement

The City & Borough of Juneau complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities who require accommodation, auxiliary aides or services, or alternative communication formats, please call (907) 586-5250 or TTY: Alaska Relay 711 or 1-800-770-8973, or correspond with the Department of Human Resources & Risk Management at employment@juneau.gov or 155 Heritage Way, Juneau, AK 99801. The City and Borough of Juneau is an equal opportunity employer.

Agency

City & Borough of Juneau

Phone

907-586-5250

Address

155 Heritage Way

Juneau, Alaska, 99801

Website

<http://Juneau.gov>



POSITION DESCRIPTION

Reason for Submission: Update of PD for recruitment	Date: 07/11/2024

Current Job Title:	Eaglecrest Ski Area Manager	PCN:	142005
Department:	Eaglecrest	Division:	Administration
Class Code: 0101	Range: 117	FTE: 1.0	Status:
FLSA: Over-time eligible: Yes ☐ No ☒		Bargaining Unit:	
Exemption(s):		None ☒ MEBA ☐ PSEA ☐ IAFF ☐	
Supervisor's Title: Eaglecrest Board		Supervisor's PCN: N/A	

Section I: Position Overview

(Briefly summarize the main purpose, service, or product for the existence of the position)

The Eaglecrest Ski Area Manager serves as general manager of the Eaglecrest Ski Area, reporting to the volunteer Board of Directors of the Eaglecrest Ski Area (Board) who reports to the Assembly of the City and Borough of Juneau. This position oversees year-round operation of the Eaglecrest Ski Area. This includes, mountain and business operations, equipment, personnel, public relations, marketing, relationships with concession businesses and community outreach.

The Ski Area Manager is responsible for overseeing management of the mountain in accordance with all standards, ordinances, regulations and applicable laws, in order to provide a safe recreation and working environment. Responsibilities include planning for future development according to Board policies, through by-laws, operations plans, personnel plans, employee and supervisor handbooks, and general direction. The General Manager attends Board meetings and represents the Board at other public meetings at the discretion of the Board. The General Manager is responsible for quality control in the conduct of individual departmental functions and for meeting timelines for service delivery, safety measures, and financial integrity.

This position must show strong abilities in leadership, managerial oversight, and coordination of activities. This requires the ability to foster working relationships with ski area department managers, their appropriate staffs, the Board, the community, clubs, volunteer National Ski Patrol, and the Assembly of the City and Borough of Juneau.

Job Duties

Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Primary responsibilities are those tasks that are basic, necessary, and an integral part of the job. Other responsibilities are those considered peripheral, incidental, or a minimal part of the job.

Functional Area: Staff Supervision

Estimated Percentage of Time: 20%



POSITION DESCRIPTION

The general manager oversees all of the Eaglecrest staff, both directly and through the leadership team, including those in the areas of mountain operations, base operations, maintenance, snow sports school, rentals and ski shop, food and beverage services, and marketing and events. It is the general manager's responsibility to lead, train, and evaluate senior staff and to provide guidance and support as needed to allow them to perform their duties and supervise the employees who report to them.	
Functional Area: Operations	Estimated Percentage of Time: 30%
The general manager is ultimately responsible for overseeing all aspects of mountain and base activities and functions. While Eaglecrest employs staff who are tasked with most areas of operations, it is expected that the general manager will also assist staff and managers as needed. This hands-on portion of the position requires knowledge of mountain and base operations and facilities. These include, but are not limited to: snowmaking; grooming; lift, vehicle, and facilities maintenance; power generation; water works; snow clearing (winter and summer); summer trail maintenance; Nordic trail maintenance and track setting; ski patrol; snowsports school; rental, retail and repair shop; food service; bus schedule and operation; janitorial; lodge and facility rentals.	
Functional Area: Financial Management	Estimated Percentage of Time: 20%
The general manager oversees accounting and finances, the implementation and management of operational plans, development of interim financial reports that clearly interpret business performance, and annual budget documents.	
Functional Area: Board of Directors Related Duties	Estimated Percentage of Time: 10%
The general manager works closely with the Eaglecrest Board of Directors. The general manager reports to the Board who oversees the position and is ultimately responsible for major decisions regarding the ski area. The general manager must attend board meetings, keep the board informed of the budget, major purchases, strategic plans, events, policies, and the state of the ski area. The general manager is responsible for implementing board directives and communicating them, when relevant, to senior staff.	
Functional Area: Planning	Estimated Percentage of Time: 10%
The general manager is responsible for both short- and long-term strategic planning. The general manager must create, maintain, update and execute an area management plan approved by the Board with input obtained by the Board, staff and members of the public to determine information needs for the ski area. In order to do this successfully, the general manager must keep informed of evolving trends in the winter sports and tourism industries.	
Functional Area: Community and Public Relations	Estimated Percentage of Time: 10%
The general manager represents Eaglecrest to the Juneau City Assembly, the media, the general public, and Eaglecrest users. In this, the general manager is the key link between the Board and ski area stakeholders. The general manager is responsible for engaging the community and the Board to determine how ski area management can deliver and/or facilitate excellent recreational opportunities.	
Licenses and Certifications Required (CPR, First Aid, CDL or Alaska Driver's License, Professional Licenses etc.)	
Valid Alaska Drivers License at time of appointment and for continued employment.	



POSITION DESCRIPTION

Section II: Physical, Mental, and Environmental Conditions & Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), Occupational Safety Health Administration (OSHA), and Blood-borne Pathogens Standards, it is necessary to specify the physical, mental, and environmental conditions of the ESSENTIAL DUTIES of the job. Use the following codes to complete this section:

NA: Not required of the position

NE: Required, not essential of the position

O: Occasional, up to 33% of the time; ESSENTIAL of the position

F: Frequent, ESSENTIAL of the position

PHYSICAL:

Bend: ☐ **Sit:** ☐ **Squat:** ☐ **Stand:** ☐ **F**

Crawl: ☐ **NE** **Walk:** ☐ **F** **Climb:** ☐ **NE** **Kneel:** ☐ **NE**

Swim: ☐ **NA** **Lifting (up to 20lbs):** ☐ **F** **Lifting (20lbs-50lbs):** ☐ **F**

Lifting (over 50lbs): ☐ **O** **Push/Pull objects:** ☐ **O** **Read:** ☐ **F**

Hold/handle objects: ☐ **F** **Reach above shoulder level:** ☐ **NE**

Distinguish Colors: ☐ **F** **Hearing conversation/sounds:** ☐ **F**

Distinguish odors by smell: ☐ **NA** **Use fine finger movements:** ☐ **F**

Use of hazardous equipment: ☐ **NE** **Seeing objects at a distance:** ☐ **NE**

Seeing objects peripherally: ☐ **NE** **Seeing close work (e.g. typed print):** ☐ **F**

Other: ☐ **NA**

MENTAL:

Read/Comprehend: ☐ **F** **Write:** ☐ **F** **Perform Calculations:** ☐ **O**

Problem solving: ☐ **F** **Reason and Analyze:** ☐ **F** **Multi-task:** ☐ **F**

Work Cooperatively w/others: ☐ **F** **Direct, control, and plan:** ☐ **F**

Perform under constant/changing deadlines: ☐ **F** **Influence people:** ☐ **F**

Manage confidential information: ☐ **F** **Comprehend and follow instructions:** ☐ **F**

Make presentations to public forums/committees: ☐ **O**

Manage and/or lead work of others: ☐ **F** **Other:** ☐ **NA**

ENVIRONMENTAL:

Is exposed to excessive noise: ☐ **O** **Is around moving machinery:** ☐ **O**

Works in confined spaces: ☐ **NE** **Work at heights (towers, poles):** ☐ **NE**

Exposed to changes in temperature and/or humidity: ☐ **NE**

Exposure to infection, germs, or contagious diseases: ☐ **NE**

Exposure to insect bites/stings: ☐ **NE** **Exposure to electrical current (not outlets):** ☐ **NE**

Exposure to materials potentially contaminated by blood or bodily fluids: ☐ **NA**

Driving cars/trucks/boats: ☐ **O** **Driving heavy equipment:** ☐ **NE**

Other: ☐ **NA**

Special Requirements of Employment



POSITION DESCRIPTION

☐ Overtime	☒ Must be willing to work nights and/or weekends.	☒ Must be available for on-call assignments and/or alternate work schedule						
☒ Shift Work	☒ Travel outside of normal business hours & outside normal hours.	☒ Travel, to include overnight stays.						
☒ Must comply with all workplace safety requirements.								
☒ Other: Core Competencies (Key Attributes) expected of this position: Confidentiality: Must be able to keep employee personnel and medical information confidential.								
Section III: Supervisory Responsibilities and Authority								
No Authority (NA)		Position does not have authority to take action.						
Recommend (R)		May make suggestions of action to their supervisor.						
Prior Approval (PA)		Position must inform supervisor and obtain approval before taking action.						
Complete Authority (CA)		Incumbent is authorized to take action without approval from their supervisor; must inform supervisor of any action taken.						
Indicate if the position is a Supervisor <u>OR</u> a Lead. This position is a Supervisor: Yes ☒ No ☐ This position is a Lead: Yes ☐ No ☒ The boxes below are used to designate this position's level of authority and responsibility.								
PCN(s): 142001, 142002, 142003, 142004, 142014, 142015		Job Title(s): , Director of Mountain Operations, Mountain Safety Manager, Director of Snow Sports, Base Operations Manager, Lift and Vehicle Maintenance Manager, Marketing and Events Manager						
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets	Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA	CA	CA	CA	CA

Certifications:	
I have reviewed this position description and certify that all the information cited above is accurate and complete to the best of my knowledge.	
Employee (required*):	Date:
Supervisor (required*):	Date:
Division Head:	Date:



POSITION DESCRIPTION

Department Director (required*):	Date:
COMMENTS (desirable attributes, special software or equipment used, proposed changes to minimum qualifications)	
1. Broad knowledge of all aspects of ski area management, including individual departmental functions. 2. Team player, committed, efficient, alert, positive, courteous, problem solver. 3. Strong communication, customer service and managerial skills. 4. Strong accounting, bookkeeping, inventory and budgeting skills. 5. Adequate computer skills. 6. Knowledge of regulations, laws and codes regarding safety, insurance, benefits, human resources, workers' compensation and labor management. 7. Extensive personnel management experience. 8. Experience in planning and executing projects. 9. Dependable, punctual, responsible, thrive in high-energy environment. 10. Must be a "hands-on" manager, able to fill in for other managers. 11. Promote and exhibit excellent customer service and customer relations skills. 12. Understanding and experience in marketing, promotions, and community outreach. 13. Must be Alcohol, Tobacco and Firearms (ATF) eligible in order to oversee avalanche safety protocols.	