



EAGLECREST BOARD OF DIRECTORS AGENDA

January 22, 2026 at 5:30 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. PUBLIC PARTICIPATION**
- D. AGENDA TOPICS**
 - 1. DISCUSSION OF MAYORS' PROPOSAL TO TRANSITION TO EC BOARD FROM EMPOWERED TO ADVISORY**
 - 2. HR AND FINANCE COMMITTEE APPOINTMENTS**
 - 3. GENERAL MANAGER RECRUITING PROCESS**
- E. BOARD OF DIRECTORS' COMMENTS AND QUESTIONS**
- F. NEXT MEETING DATE**
- G. ADJOURNMENT**



POSITION DESCRIPTION

Reason for Submission: Update of PD for recruitment

Date: 01/22/2026

Current Job Title:	Eaglecrest Ski Area Manager	PCN:	142005
Department:	Eaglecrest	Division:	Administration
Class Code: 0101	Range: 25	FTE: 1.0	Status: BB
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 under the supervision of the Eaglecrest Board of Directors and implements policies established by the board. The general manager supervises staff who prepare and publish board meeting agendas and minutes. The general manager attends all board meetings, keeps the board informed of the budget and the general status of the ski area. The general manager works closely with the board on annual budget requests, strategic planning, major capital expenditures, and ski area product pricing. 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, <u>not essential</u> of the position	O: Occasional, up to 33% of the time; <u>ESSENTIAL</u> of the position F: Frequent, <u>ESSENTIAL</u> of the position
<u>PHYSICAL:</u> Bend: O Sit: O Squat: O 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	
<u>MENTAL:</u> 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	
<u>ENVIRONMENTAL:</u> 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	



POSITION DESCRIPTION

Special Requirements of Employment									
☐ 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:



POSITION DESCRIPTION

Division Head:	Date:
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.	



City & Borough of Juneau

Eaglecrest Ski Area General Manager

SALARY	\$125,944 to \$138,819 Annually, DOE	LOCATION	Juneau
JOB TYPE	Full-Time	JOB NUMBER	TBD
DEPARTMENT	Eaglecrest	OPENING DATE	TBD
CLOSING DATE	Continuous	POSITION NUMBER	I42005
BARGAINING UNIT	Unrepresented	PAY RANGE	25
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 six year-round full-time employees and a seasonal staff of approximately 160. The Eaglecrest Ski Area operates three 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 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, operates summer youth camps and overnight cabins 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 www.skieaglecrest.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 2026 amended budget is \$5.8M, 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 between \$125,944 and \$138,819, 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 overseeing day-to-day ski area operations, 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 **required**.

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 after March 15, 2026.**

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