



Located within the redwoods of California's North Coast

## *Brooktrails Township*



*"A California General Law Local Government"*

is seeking a  
**Township General Manager**





## The Opportunity

The Brooktrails Township is seeking a new General Manager to guide our community into the next decade. Since the formation of the predecessor Brooktrails Resort Improvement District in 1962, five General Managers have guided our development and progress.

Located amid California's North Coast redwoods, Brooktrails is primarily a residential community covering 7.3 square miles, geographically the largest community in Mendocino County. With a progressive estimated population of 3,759, it was the fourth largest community in Mendocino County.

Under California law, the Township government is a multi-service community services district. The Township Manager oversees a budget of \$3.6 million and a highly-capable staff of 10.

## The Township's Government

The Brooktrails Township Board consists of five elected members, one of whom is chosen by the Board to serve as President. Regular meetings of the Board are held on the second and fourth Tuesdays of each month. The Township Manager is responsible for implementing the Board's policies and managing the Township's day-to-day operations.

The Township provides its residents with:

- a water treatment and distribution system (including Lake Emily and Lake Ada Rose, a water treatment plant 60 miles of water lines extending throughout the District, 24 water tanks and 18 pump stations), a sewer collection system, and solid waste collection service through a franchisee.
- an effective fire prevention and suppression operations and rapid emergency medical response through the Brooktrails Fire Department.
- the Township-owned 2,500+ acres of Brooktrails Redwood Park and greenbelt lands, including active recreations facilities such as the Brooktrails Ball and Disk Golf Course, Par Course, playground, ball field, Community Garden, Community Center, picnic area and 30+ hiking trails noted in *The Hiker's hip pocket Guide to the Mendocino Highlands*.
- a community plan that is systematically updated to reflect the changes that have occurred since 1962 and design review regulations for proposed new construction.

# The Ideal Candidate

The ideal candidate will be a highly-skilled public administrator eager to contribute his or her creative and insightful leadership to help shape the future of our community. This person would have significant experience:

- managing an organization that provides utility, public safety, parks, and/or planning services to community residents through a team including the governing body and employees.
- preparing and managing complex budgets with an awareness of governmental accounting standards and the need for community participation in establishing priorities, while keeping the organization on a stable financial footing.
- effectively communicating with an active citizenry, offering good listening skills and an ability to create a positive "why and" dialogue about Township policy.
- interacting with other public agencies and officials to secure financial assistance for the Township and effective public service for our Township from other governmental entities.
- A background in grant writing, land use planning and recreation is a plus.

The ideal candidate will be energetic offering

- an open, approachable, respectful personal style that solicits positive support and participation.
- an awareness of the "big picture" while dealing with day-to-day details in a manner that encourages accomplishment, imagination, and talent.
- a wise, well-informed respectful presence that effectively leads to problem resolution not conflict or litigation.

# Your Application

Persons interested in this position should submit the following information:

1. A letter of application specifically addressing the key elements of the job and providing examples of how your background qualifies you to be the next Brooktrails Township General Manager.
2. A current resume that reflects the size of staff managed and budget for current and prior positions, providing a full employment and education history.
3. Current salary or salary history.
4. A minimum of four (4) work related references.

Submittals may be emailed to [drose@btcsd.org](mailto:drose@btcsd.org) or sent by regular mail to: Confidential Township Manager Application, Brooktrails Township, 28460 Birch Street, Willits, CA 95490

This position will remain open until filled. In order to be considered for the first round of interviews please submit your application materials by April 20, 2018. The Township will have a background investigation completed on the finalists. The Township recognizes the International City/County Management Association's (ICMA) Code of Ethics. See the back page of this brochure for information on the screening process.



# Our Community

The name of our community comes from the development of the Brooktrails Vacation Village subdivisions in the 1960's. But it is important to note that three separate service areas exist within the boundaries of the Township as indicated on the map on the next page. While the Brooktrails subdivisions consist mostly of typical residential lots receiving all the services provided by the Township, two large parcel rural lifestyle subdivisions are part of our community. These are Spring Creek which receives water and fire services from the Township and Sylvandale which receives only fire service.

## History



Brooktrails area property has historically been used for a wide range of land uses. In the 1880s, the Brooktrails Township area was occupied by the Northwestern Lumber Company. As logging operations were completed, the land was sold to the Diamond D Ranch and served as a dude ranch. Ultimately, with the approval of the Mendocino County Board of Supervisors the land was subdivided by Brooktrails Company Ltd., of Beverly Hills and New York as Brooktrails Vacation Village in the 1960s into approximately 6,000 lots most ranging in size from one-sixth to one-third of an acre, but with a few larger parcels up to 230 acres. The development was intended to be primarily for second homes and most of the parcels were sold by the early 1970's. However, by the late 1970's home loan interest rates skyrocketed to as high as 15% preventing most buyers from building their dream vacation homes. As of this year, only about 1,500 homes have been built which are mostly occupied by permanent residents.

## Today



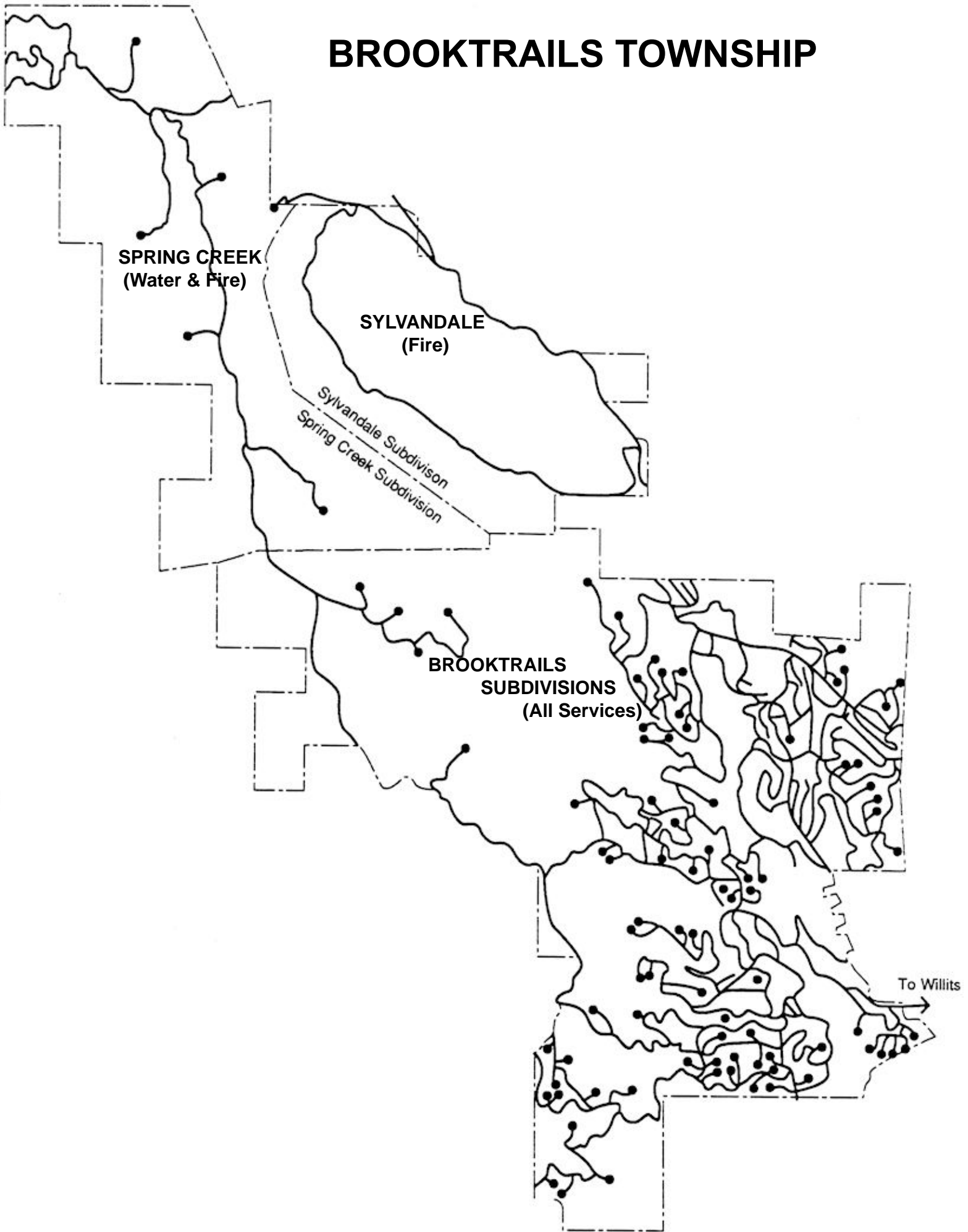
Of significance to anyone considering Brooktrails as their home (*the new Manager will be expected to live in the Township*) is understanding the expressed intent of the developer of the Brooktrails Vacation Village. Located approximately 3 miles west of the City of Willits, California, and about 20 miles from the coastal community of Fort Bragg, Brooktrails offers residents an environment within a second growth mixed redwood forest where you can see the stars at night and breath clean air while enjoying relatively inexpensive housing. Key to that environment was the dedication of approximately 2,500 acres to the Brooktrails Resort Improvement District (to which the Brooktrails Township Community Services District is the legal successor) to be preserved as a conservation area. This land is Brooktrails Redwood Park, some of which is available for recreation and some is considered greenbelt.

In a December 17, 1969, article in the *New York Times*, Brooktrails was noted as being the first community in the United States to blend a four-square-mile redwood and mixed-growth forest conservation park with a contiguous, fully improved residential area. The term coined for this residential area built in a forest is *hyleopolis*. The term *hyleopolis* refers to the character of an urban-forest interface where protection of the forest is paramount. That was the objective in Brooktrails from the beginning. Whether or not that was real estate sales "hype," it is the purpose of Ordinance 63, adopted by the Township Board in 1988.

The tension between the desire to (a) maintain and protect the Redwood Park environment and (b) permit a comfortable 21st Century suburban lifestyle for Brooktrails residents creates an ongoing challenge for the Township. Within the Township golf, hiking, picnicking, jogging, and other activities are readily available. An airport for small aircraft is adjacent to the Township.

Neighboring Willits offers a small town feel with access to convenient shopping and activities such as the Willits Community Theater, first run movies at the Noyo Theater, the Mendocino County Museum, the Roots of Motive Power museum, Ridgewood Ranch - the home of the famous race horse Seabiscuit, and the Skunk Train which runs to Fort Bragg. The newly constructed Frank R. Howard Memorial Hospital provides access to a high quality of medical care usually not found in small towns. The quality of education available through the Willits Unified School District is excellent.

# BROOKTRAILS TOWNSHIP



## The Compensation

The salary and benefit package is negotiable. The successful candidate will receive a salary and benefit package that considers the candidate's salary history and track record of success. The current Township comprehensive benefit package includes:

- 13 paid holidays, 3 weeks vacation, 1 week management compensatory leave, and 12 days sick leave per year
- Insurance including health, dental, life, LTD, plus \$500 annual staywell account
- Retirement package including CalPERS, SSA and ICMA-RC
- Reimbursement for professional continuing education and association participation

## The Screening Process

Candidate are encouraged to apply *immediately via email* to the District's General Manager Denise Rose at [drose@btcsd.org](mailto:drose@btcsd.org). Ms. Rose will perform the initial screening and may contact candidates by phone or email for further information.

References will not be contacted until mutual interest has been established. The Township will not release your information to third parties or unauthorized users. Nonetheless, applicants should be aware that this is a public sector search process and we cannot offer a 100% guarantee that all parties involved will maintain the appropriate level of confidentiality throughout the search process.

## The Greater Community



Mendocino County Museum



Seabiscuit



Skunk Train



Howard Memorial Hospital



Noyo Theater

Willits Community Theater



Community Garden



Willits School District



Redwood Little League



Airport Day at Ells Field