

# Greenstone Country Community Services District General Manager El Dorado County, CA

## GENERAL

The Greenstone Country Community Services District (GCCSD) is actively seeking applicants for the Part-Time position of District General Manager. The GCCSD is located in rural El Dorado County six miles west of the town of Placerville, California. The District's area of influence coincides with the Greenstone Country subdivision.

The General Manager (GM) is to provide strong leadership and management on behalf of the GCCSD Board of Directors (BOD) and District residents, and will report directly to the GCCSD BOD.

Key responsibilities are to oversee all of the District's operations and consistently adhere to and perpetuate the mission and vision of the BOD and the District.

The General Manager will manage all administrative aspects related to the operations of the District as directed by the GCCSD BOD, including compliance with state laws governing Community Services Districts. One of the primary GCCSD services is the coordination of the District's annual waste-water (septic) testing for all residences in the District.

The main purpose of the GM position is to be the single point of contact for the GCCSD, to enhance communication within the District, and manage all District operations including District finances on behalf of the BOD. The General Manager has the sole duty of the day-to-day operations, legal compliance and overall oversight of the GCCSD.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Document preparation for all Board meetings.
- Preparation of official resolutions, and filing administrative documents with appropriate agencies within the county and state.
- Preparing agendas, and the posting of Regular, Special, and Executive meetings per the Brown Act timelines.
- Recording of BOD meeting minutes, and preparing minutes for BOD meetings.
- Participating in the GCCSD annual budget process.
- Procuring District budget reports from the County Auditor and creating reports in Microsoft Excel format for presentations at the Board meetings.
- Preparing and submitting invoices to the County Auditor for payment of District expenses.
- Working closely with the GCCSD Engineer/Geologist and local septic tank pumping contractors to make sure there are no waste-water issues within the District.
- Document all waste-water testing and pumping results from the District Engineer/Geologist, and reporting findings to the CSD Board at the Regular Board meetings.

- Prepare annual Direct Charges for Special Tax for County tax rolls.
- Develop relationships with outside entities such as the El Dorado County Auditor, County Controller, GCCSD's legal representative, Local Area Formation Committee (LAFCO) and other County departments, including the local Fire Authority, Sheriff Department, Water District, and local utility companies.
- Review District policies on an ongoing basis to ensure compliance with state Government Code Sections 58000-62208.
- Maintain and update the District's administrative library which includes resolutions, minutes, agenda's, policies and other miscellaneous documents. Maintain District files and historical data.
- Prepare a Manager's Report to be presented at each Regular BOD meeting.
- Maintain and manage the GCCSD Web Site.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Your resume should address each item below to the fullest extent possible*

- Display strong written and oral skills.
- Intermediate skill knowledge of Microsoft Office (Word, Excel, and PowerPoint).
- Must be goal oriented and possess a self-starting drive to get the job done as directed by the BOD.
- Experience/knowledge of the budgetary process and control for the purpose(s) of executing programs within the District as well as related activities that may be cost-shared for the benefit of the District.
- Possess conflict resolution and leadership skills.
- Protect the confidential nature of the work as appropriate.
- Executive decision-making capabilities.
- Has experience working with appointed committees, workgroups, and elected or appointed boards of directors.
- Organizational and time management abilities with the ability to implement and monitor progress for successful completion, working well under pressure and deadlines.
- Excellent problem solver and demonstrates ability to use creative alternatives.
- Strong ethical practices.

**EDUCATION and/or EXPERIENCE**

- A minimum of Three (3) years of successful community/district management experience or equivalent professional experience in a related field.
- Staff/employee supervisory experience highly preferred.
- Management experience in a small or medium-sized organization.
- Job Type: Part-Time, Flexible Hours, Max 20 hours weekly.
- Required education: Preferred Bachelor's Degree in Public Administration, Business Administration or related field preferred.
- Preferred Experience in Budgetary Procedures and reports.

**SALARY/BENEFITS**

Annual: \$38,000 (Paid Bi-weekly)

OASDI: Yes

Sick Leave: 24hrs/Year

Retirement Benefits: None

Health Benefits: None

Vacation benefits: None

**E-Mail RESUMES to:**

**[greenstoneCSDhiring@outlook.com](mailto:greenstoneCSDhiring@outlook.com)**

**E-mailed resumes must be received by:**

**5 P.M., December 2, 2022**