

Christian Valley Park Community Service District

Job Title	General Manager	Supervisor	Board of Directors
Division	Administration	Salary Grade	By Contract
	Approved March 29, 2022	FLSA Status	Exempt

JOB DESCRIPTION

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

As established by the Community Service District Code sections 61000+, the General Manager shall be appointed by and serve at the pleasure of the Board of Directors, reporting to and under policy direction from the Board, except as otherwise provided. The General Manager plans, directs, implements and controls the activities and operations of the Christian Valley Park Community Service District (“District”) consistent with the District’s mission. In addition, the General Manager coordinates activities with other District employees, develops policy recommendations for the Board of Directors’ action, and provides responsible administrative support to the Board of Directors.

ESSENTIAL DUTIES, INCLUDING BUT NOT LIMITED TO:

RESPONSIBILITIES and DUTIES

- Implement policies and directives of the Board of Directors
- Enforce policies and ordinances of the District
- Supervise day-to-day operations of the District
- Keep the Board advised of the District’s financial condition and needs, answer questions concerning financial issues at Board meetings
- Oversee the general accounting system and financial records, approve invoices and payroll, water billing, ensure timely signing of District checks
- Prepare or oversee the preparation of the District’s annual budget, minutes, resolutions, making recommendations to the Board on final expenditure levels
- Oversee purchase of all District supplies with expenditures submitted to the Board on recommendation of the General Manager only
- Perform or oversee office duties required for the day-to-day operation of the District, answering emails, phone calls, site visits, etc.
- Oversee development of Board agendas with the Board president
- Attend and take part in District Board meetings
- Provide recommendations to the Board for operations, finances, capital improvements, policies, resolutions, and ordinances as deemed necessary
- Oversee and direct District employees and contracted professionals performing services for the District
- Investigate and report to the Board any complaint made to the District
- Select and recommend to the Board for appointment/hiring qualified individuals to fill staff or position vacancies
- Represent the District’s policies and services with other governmental organizations, community groups, and the public
- Maintain a cooperative working relationship with the Board, District staff, external agencies and organizations, and the public
- Speak on behalf of the Board as necessary at public meetings

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ABILITY TO:

- Ensure the timely and economic completion of necessary projects, reports and studies as required by the Board
- Communicate in an effective manner with the Board and all other interest groups including all government agencies
- Establish and maintain cooperative working relationships with all such groups including representation of the District's interest
- Strong management skills in organization, operations analysis, financial management, personnel, planning and negotiations (both labor and contractual)
- Be an effective communicator, orally and in writing, with the ability to clearly explain complex issues
- Read, understand, and follow written or verbal instructions
- Maintain cooperative relationships with staff, general counsel, Board of Directors, and the public.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work.

EDUCATION

Equivalent to graduation from an accredited college or university with major work in public administration, business administration, civil engineering or a closely related field. An advanced degree from an accredited institution in one of the above areas is highly desirable.

EXPERIENCE

- Desired: senior-level managerial experience with three (3) years of experience as general manager or department head of a government agency or special district.
- Desires a minimum of five (2) years of accounting experience in accounts payable, accounts receivable and understanding of Balance Sheet and Profit & Loss Statements

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Christian Valley Park Community Services district does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

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Below was approved October 11, 2022:

The GM will maintain current files of all personnel matters of District staff, including the GM, which contain job descriptions, duty statements, regular and at least annual performance evaluations, compensation, performance related actions both positive and negative, etc.

The GM will conduct a formal performance evaluation of all District staff annually, beginning the first of November following their appointment.

The President of the Board will conduct a formal evaluation of the General Manager's performance annually, beginning the first of November following their appointment. Participation in the content of the evaluation will be solicited from all Board members.

Below was approved October 11, 2022:

The General Manager must notify the CVPCSD community in a timely manner of matters pertaining to their democratic rights to participate in CVPCSD governance as follows:

Standard 72 hour posting

Board meetings and meeting agenda
Board meeting minutes

Inclusion in Quarterly Newsletter

Changes in District staffing
All changes in Board membership: resignations; temporary vacancies and interim appointments; elections of Board officers.

Elections of Board members

Notifications will be made at least 2 months, and again 3 weeks prior to the filing deadline for all Board positions being considered in both special and general elections as follows:

Notification of the election filing deadline must be by post card approximately 2 months in advance of the filing deadline. Notification of the election deadline must also be included in the quarterly newsletter approximately 3 weeks prior to the filing date. These 2 notifications shall go out to all households in the district, and will contain appropriate instructions. Also, a notification in a minimum of 1 social media outlet must be made at 2 months and at 3 weeks prior to the filing date (neighborhood groups or any other widely used social media). Notification of the election deadline, 2 months prior to the filing date, must also be posted on the CVPCSD website and continue until after the deadline.

Special Elections

Notification for Special Elections by postcard to all households of the District approximately two months prior to the election with the appropriate instructions.