

JOB ANNOUNCEMENT
(9-9-2020)

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Crockett Community Services District

INTERIM GENERAL MANAGER
(Salary range TBD based on experience)

The Crockett Community Services District is accepting applications for the position of General Manager. This is an 'exempt' position having a fixed monthly salary.

Crockett CSD provides recreation facilities and sewer services for the towns of Crockett and Port Costa. Being a small district, the General Manager is not only a supervisor of employees but the primary 'hands-on' worker, accountable for a wide scope of responsibilities, often juggled simultaneously. The General Manager is the chief executive officer of the District and doubles as the Chief Financial Officer.

The General Manager reports directly to the District Board at monthly meetings and bears responsibility for the effective operation and quality performance of all departments of the District. Typical duties include accounting, budgeting, personnel administration, construction management, risk management, emergency response, regulatory compliance, code enforcement, public speaking, preparing reports, and attending weekly meetings of the District Board, its Commissions or Committees.

SELECTION PROCESS

1. **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.
2. **Resumes:** Resumes must be submitted with the completed official application form. Resumes should address the desired qualifications stated for this position, including training and experience, knowledge and ability. Applications received without resumes will be disqualified.
3. **Interviews:** The examination may consist of written exam, computer test and oral interviews.

INFORMATION AND APPLICATION FORMS
are available on the district website: www.town.crockett.ca.us

Or at the district office:

Crockett Community Services District
P.O. Box 578
850 Pomona Street
Crockett, CA 94525
Tel: (510) 787-2992 Fax: (510) 787-2459
Email: manager@town.crockett.ca.us

QUALIFICATIONS

The ideal candidate for General Manager of Crockett CSD will be a highly organized person with residence in Crockett or within 30 minutes driving time.

He or she will:

- Have a US college degree and be proficient in written and spoken English.
- Have managerial work experience and a background in accounting, capital project construction management, wastewater, and/or contract negotiations.
- Demonstrate computer proficiency in QuickBooks, Word, Excel and Access, and will be a quick-learner with ICOMM sewer system management software.
- Meet a high standard in being completely truthful, trustworthy, and fair to all.
- Be good at public speaking and in public interactions.
- Be very good at time management.
- Be self-motivated and have the ability to motivate employees and volunteers.

AN EQUAL OPPORTUNITY EMPLOYER

NO FILING DEADLINE: POSITION OPEN UNTIL FILLED

RETIREMENT, HEALTH, AND OTHER FRINGE BENEFITS

The District shall provide Employee with vacation leave, sick leave, and other benefits as stated herein.

Vacation Leave: Accrued at 6-2/3 hours per month and accumulating from year-to-year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 3-1/3 hours per month and accumulating from year-to-year up to cap, including all sick leave previously accumulated.

Paid Holidays: 9 fixed holidays plus 5 floating holidays.

State Disability Insurance: None provided.

Vehicle Allowance: None. District vehicle available.

Retirement Program: CalPERS 2% @ 62 formula (PEPRA) after 6 months or CalPERS 2% @ 60 formula (Classic) for existing CalPERS

Health Plan: Up to 100% of PERS Kaiser Medical Plan.

Vision and Dental Plans: None provided.

Long-Term Disability Insurance: None provided.

Life Insurance: None provided.

Federal Unemployment (FUTA): None provided.