

**JOB ANNOUNCEMENT**  
(Rev. 10-29-2020)

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Crockett Community Services District

**ADMINISTRATIVE SERVICES MANAGER**

Salary range: \$5,581 to \$8,333 per month

The Crockett Community Services District is accepting applications for the position of Administrative Services Manager. This is a part-time position, envisioned as 24 hours per week. (The salary range shown above would be for a full-time position of 40 hours per week.)

Crockett CSD provides recreation facilities and sewer services for the towns of Crockett and Port Costa. Being a small district, the Administrative Services Manager (ASM) is accountable for a wide scope of responsibilities.

The ASM reports directly to the General Manager and to the District Board at monthly meetings. The ASM bears responsibility for human resources functions and for the accounting, budget and finance functions of the District. Typical duties include accounting, budgeting, payroll, personnel administration, risk management, public speaking, preparing reports, and attending evening meetings of the District Board and its Committees or Commissions.

**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](http://www.town.crockett.ca.us)

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 Administrative Services Manager of Crockett CSD will be a highly organized person with residence in Crockett or within 60 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, public agency work, or contract negotiations.
- Demonstrate computer proficiency in QuickBooks, Word, Excel and Access.
- 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**

(Revised 10-29-20)

The District shall provide employees working an average of 24 hours/week with vacation leave, sick leave, and other benefits as stated herein.

Vacation Leave: Accrued at 4 hours per month and accumulating from year-to-year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 2 hours per month and accumulating from year-to-year up to cap, including all sick leave previously accumulated.

Paid Holidays: 5-1/2 fixed holidays per year.

Vehicle Allowance: At federal reimbursement rate.

Retirement Program: CalPERS 2% @ 60 formula.

Health Plan: Up to 100% of PERS Kaiser Medical Plan (only for qualified employees).