

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

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Crockett Community Services District

**ACTING GENERAL MANAGER**

Salary range: \$1,000 to \$1,667 per month

The Crockett Community Services District is accepting applications for the position of Acting General Manager. This is a part-time position, envisioned as 8 hours per week.

Crockett CSD provides recreation facilities and sewer services for the towns of Crockett and Port Costa. 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 overseeing the effective operation and quality performance of all departments of the District. Typical duties include personnel management (hiring, supervision, discipline and dismissal of employees) regulatory compliance, public speaking, and attending evening 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](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](mailto: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 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, construction, wastewater, or contract negotiations.
- Demonstrate computer proficiency in Microsoft Office and will be a quick learner with QuickBooks 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.

The District does not provide employees working an average of 8 hours/week with retirement, health or other fringe benefits.

**NO FILING DEADLINE: POSITION OPEN UNTIL FILLED**

**AN EQUAL OPPORTUNITY EMPLOYER**