

# CAMBRIA COMMUNITY SERVICES DISTRICT

## GENERAL MANAGER



The Cambria Community Services District is seeking a General Manager who is a strategic thinker, has experience in budgeting, managing financial resources, personnel management and resources planning, understands the importance of communication, has a strong customer service focus and the ability to maintain cooperative working relationships among various public agencies, while managing the day-to-day operations of the District and carrying out the policies and directives of the Board. Learn more within.

This position is open until the needs of the District are met.

## ABOUT CAMBRIA

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air, and a moderate climate. Its population as of the 2020 Census is 5,678. The economy is based on tourism and, with a median age of about 60, its demographics are tilted toward retirees. Its income levels are above state and national averages.

Cambria's local political debates center on a longstanding challenge of seeking adequate resources, especially water, without compromising the area's environmental values and small-town atmosphere.

## ABOUT CAMBRIA COMMUNITY SERVICES DISTRICT

The Cambria Community Services District was formed in 1976, to include water, wastewater, fire protection, lighting, refuse, and parks, recreation, and open space. The CCSD is governed by a five-member Board of Directors elected by Cambria voters for four-year overlapping terms. A special district is a form of local government special to the state of California, set up by unincorporate communities to provide municipal services under local control. The CCSD is primarily funded by a combination of utility fees and property tax revenue. The CCSD's core values are:

- Integrity
- Open communication and transparency
- Safety
- Fiscal responsibility
- Exemplary customer service
- Mutual respect

# ABOUT THE GENERAL MANAGER POSITION

The General Manager serves as the Chief Executive Officer of the District and is accountable to the Board of Directors. The General Manager provides policy guidance to the Board of Directors and management staff and is responsible for implementation and enforcement of all District ordinances, policies, and procedures, the conduct of all financial and human resources activities and the efficient and economical performance of the District's operations. Along with the Board president, the General Manager also represents the District before state, local and federal entities as well as members of the public. The General Manager may sub-delegate a function delegated by the Board. However, they still retain responsibility to ensure that any sub-delegated function is carried out appropriately.

Performance Expectations:

- Representation of the District and Cambria Community
- Staff Effectiveness
- Policy Execution
- Special District Leadership
- Service Delivery Management
- Information Technology
- Financial Analysis
- Budgeting

For a full description of the position, please visit our [website](#).

# REQUIRED QUALIFICATIONS

## EDUCATION/TRAINING

**Minimum:** Bachelor's degree in public or business administration, management, civil engineering or related field.

**Preferred:** Master's degree in any of the above.

## EXPERIENCE

**Minimum:** Seven years of management level experience in the areas of staff development, finance/budget, capital projects, personnel management, intergovernmental relations/negotiations and interdepartmental coordination, and three years in the public sector/local government, or any combination of education and experience which would likely provide the necessary knowledge and abilities may be considered.

**Preferred:** Extensive management experience reporting to an elected board or commission (which has provided a broad knowledge of the operation) of local government in California, along with water-related issues and the operation of a community services district. Experience in dealing with government agencies that oversee permitting and environmental regulation in coastal California is particularly valuable.

## CALIFORNIA DRIVER'S LICENSE

Valid California "C" driver's license. Must maintain satisfactory DMV record and ability to maintain insurance.

# COMPENSATION & BENEFITS

*Salary and benefits to be negotiated, commensurate with experience.*

**SALARY RANGE:** \$175,000 to \$195,000 annually

**HEALTH PLAN:** District pays 85% of the health premiums currently in effect for employee & dependent coverage for the lowest cost plan available to District employees through CalPERS.

**DENTAL PLAN:** District pays 90% of the dental premiums currently in effect for employee & dependent coverage for the lowest cost plan.

**HEALTH CARE REIMBURSEMENT PROGRAM:** After completion of probationary period, employee is eligible to receive a credit of \$1300 every January 1.

**DEFERRED COMPENSATION PROGRAM:** District matches up to \$100 per pay period. A 457 and a 401(a) plan are also available.

**LIFE INSURANCE:** \$100,000 life insurance policy.

**RETIREMENT:** CalPERS 3% @ 60 retirement plan for covered employees hired prior to October 1, 2012, including single highest year computation and credit for unused sick leave; 2% @ 60 retirement plan for covered employees hired on or after October 1, 2012 up through December 31, 2012, including the 36 highest consecutive months' final compensation provision; covered employees hired on or after January 1, 2013 who are defined as "new members" under PEPRA will be covered by the 2% @ 62 retirement plan and the 36 highest consecutive months' final compensation provision. Employee pays 100% of the CalPERS employee contribution.

## HOW TO APPLY

This position is open until the needs of the District are met. For first consideration, apply immediately.

Electronic submittals are strongly preferred and should be directed to Haley Dodson at [hdodson@cambriacs.org](mailto:hdodson@cambriacs.org) and include the following: completed CCSD application, cover letter, resume, letters of recommendation and proof of required qualifications. All applicants will be reviewed and only those candidates determined to be most qualified for the position on the basis of experience, training and education as submitted, will move forward in the hiring process. The candidate who has successfully completed all prior phases of the hiring process will be subject to a thorough background investigation.

**APPLY HERE**



**QUESTIONS?**

For additional information about this job, please visit our [website](#), or contact President Karen Dean at [kdean@cambriacs.org](mailto:kdean@cambriacs.org) or Haley Dodson at [hdodson@cambriacs.org](mailto:hdodson@cambriacs.org).