



## CAMBRIA COMMUNITY SERVICES DISTRICT POSITION SPECIFICATION

<b>Position</b>	General Manager
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Board of Directors
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

### **ABOUT THE 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 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 unincorporated communities to provide municipal services under local control. The CCSD is primarily funded by a combination of utility fees and property tax revenue.

### **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.

### **ROLE DESCRIPTION**

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 the Cambria Community:** Understanding the community’s interests and effectively promoting them in all relevant arenas, including government at the local, state and federal levels, media and interactions with the public.

*Practices that contribute to this Performance Expectation are:*

1. Listening: Requires a commitment to full-time service to Cambria and a willingness to listen to the full range of opinions.
2. Learning: Ability to get up to speed quickly on background material that is crucial to understanding today’s issues.
3. Advocating for Cambria: Includes developing collaborative relationships with regulatory agencies and local peers in special district management; being able to articulate the CCSD’s positions accurately and cogently, in media and other public venues.
4. Negotiation: Effectively representing the CCSD in bargaining, entering into contracts and other activities that potentially impact taxpayers and ratepayers.

**Staff Effectiveness:** Promoting the development and performance of employees throughout the organization.

*Practices that contribute to this Performance Expectation are:*

1. Team Leadership: Facilitating teamwork.
2. Coaching/Mentoring: Providing direction, support, and feedback to enable others to meet their full potential.
3. Empowerment: Creating a work environment that encourages responsibility and decision making at all organizational levels.
4. Delegating: Assigning responsibility to others.

**Policy Execution:** Assisting the CCSD Board of Directors and other community stakeholders identify, work toward, and carry out the District’s Strategic Plan.

*Practices that contribute to this Performance Expectation are:*

1. Facilitative Leadership: Building cooperation and consensus among and within diverse groups; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions.
2. Communication: Keeping the public, Board members and other interested parties up to date on status of CCSD activities, plans, regulatory issues and similar matters. Nurturing a “culture of communication” based on continual exchange of information with the public. Being able to clearly and thoroughly explain complex issues to the Board and public, in Staff reports and other venues.

**Special District Leadership:** Understanding the unique needs of a special district, having long-term vision, experience and familiarity with the regulatory agencies with whom CCSD interacts, sincere interest in and ability to work cooperatively with these agencies as we maintain and improve our facilities and systems to serve the needs of our customers today and for generations to come in a way that maintains the natural beauty and protects our environmentally sensitive habitat area.

**Service Delivery Management:** Functional/Operational Expertise: Understanding the basic principles of service delivery in all functional areas (e.g., water, wastewater, fire protection, lighting, refuse, and parks, recreation and open space).

*Practices that contribute to this Performance Expectation are:*

1. **Operational Planning:** Anticipating future needs, organizing work operations, and establishing timetables for work units or projects.
2. **Quality Assurance:** Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery.

**Information Technology:** Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access.

**Financial Analysis:** Interpreting financial information to assess the short-term and long-term fiscal condition of the District, determine the cost-effectiveness of programs, and compare alternative strategies.

**Budgeting:** Reviews and oversees the budget which includes knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information.

## **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.