

Job Title: General Manager - Grizzly Lake Community Services District
Location: Portola, California
Job Type: Part time – Salaried position

Key Responsibilities:

1. Leadership and Administration:

- Provide effective leadership to all employees within the Grizzly Lake Community Services District.
- Develop and implement strategic plans and policies in collaboration with the Board of Directors.
- Foster a positive and collaborative work environment, promoting teamwork and open communication.

2. Operational Oversight:

- Manage and supervise day-to-day operations, ensuring the efficient delivery of water, wastewater, and other essential services to the community.
- Oversee maintenance and infrastructure projects, ensuring compliance with all relevant regulations and standards.

3. Financial Management:

- Develop and manage the annual budget, working closely with the Treasurer, Bookkeeper, and Board of Directors.
- Monitor financial performance and identify opportunities for cost savings and revenue generation.
- Identify grant opportunities, complete applications, provide grant project oversight and all regulatory reports.

4. Community Relations:

- Serve as the primary point of contact for the community, addressing concerns and maintaining positive relations.
- Collaborate with community stakeholders, local government officials, and regulatory agencies.

5. Compliance and Regulatory Affairs:

- Ensure compliance with all relevant laws, regulations, and environmental standards.
- Represent the district in regulatory matters and maintain up-to-date knowledge of industry best practices.
- Work with the Board Chairperson to develop and post timely meeting agendas and maintain calendar in order to promote effective communication, program development and decision making

Qualifications:

1. Education:

- Bachelor's degree in Business Administration, Public Administration, Engineering, or a related field is preferred but not required.

2. Experience:

- Minimum of 5 years of progressively responsible experience in a managerial or leadership role, preferably in a community services district or a related field.
- Experience working with state and local government and regulatory agencies.
- Experience working in water and wastewater management is highly desirable.

3. Skills:

- Strong leadership and team management skills.
- Excellent communication, negotiation, and interpersonal skills.
- Solid understanding of financial management and budgeting.

4. Certifications:

- Relevant certifications in water and wastewater management are preferred but not required.

5. Problem-Solving and Decision-Making:

- Ability to analyze complex issues, make sound decisions, and implement effective solutions.

Salary:

\$52,000.00 Part time – salary (estimated 24 hours per week)

Non-benefitted position

Benefits:

This is a non-benefited part time position.

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to joleen@clineandassociates.net. Or by mail to: Grizzly Lake Community Services District 119 Delleker Drive. Portola, CA 96122. Call Joleen Cline for additional information: (530) 832-0733. Notice will stay active until position is filled.

Grizzly Lake Community Services District is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.