

Independence Ranch CSD General Manager

The independence ranch CSD is in the process of searching for a new general manager.

The independent ranch CSD is in the area of Hog Canyon outside a Paso Robles and San Miguel, CA. the Ranch consist of 125 lots within approximately 1200 acres with 9 miles of chip seal roadways. The independence ranch is a rural area consisting of mainly ten-acre parcels. We have a very limitedbudget to work with.

We are looking for a new General Manager to assist us with our CSD Board Duties/Meetings. We meet once a month to discuss issues with the road system and related items. Our only concerns are with the roads and repairs of the roads.

The Independent Ranch CSD is in need of a General Manager to assist us with the bookkeeping, County interactions and Compliance, State and CSD and LAFCO Compliance and management of the IRCSD meetings and paperwork and website for the same.

A GM would be responsible for doing bookkeeping and accounting, (knowledge of QuickBooks or other accounting system that QB can be integrated with to upload current database can be discussed), filing paperwork and POC with the government agencies as needed, responsible for overseeing the CSD meetings (Agendas Minutes and Financials) and working with the board members (5} to see that the IRCSD road system is kept up and maintained and to work on projects as point of contact for same. Knowledge of uploading to websites is preferable but can be discussed. Knowledge and/or research in obtaining grant monies and share of Cost with Businesses who use our roads is desirable but can be discussed and given a starting point to take over the research project on this.

Knowledge of road work repair would be desirable.

The independence ranch monthly meetings normally last about 1 1/2 to 2 hours on the average, withand an occasional special meeting.

If you are interested in applying for the position of general manager, please submit your resume and qualifications to terry.leezer@hotmail.com the IRCSD Board President.