

2025 Community Service District (CSD) General Manager in San Miguel, CA

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 in 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 mostly ten-acre parcels.

We are looking for a new General Manager to assist us with our CSD Board Duties/Meetings. You would assist us with the bookkeeping, County interactions and Compliance, State, CSD and LAFCO Compliance. 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 General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and is responsible for enforcement of all District ordinances, policies, and procedures, the conduct of all financial activities and the efficient and economical performance of the District's operations. The General Manager provides the Board of Directors with advice, recommendations, analysis of financial impacts and consultation on all matters related to the requirements of the District.

Job Functions & Qualifications:

- Attend all regular, special, and emergency meetings as noticed by the IRCSD. The monthly Board of Directors meetings normally last about 1 hour on average, with an occasional Special or Closed meeting.
- Working knowledge of the Brown Act, Public Records Act and CSD Laws &/or the ability and commitment to familiarize and become proficient in the aforementioned to support the IRCSD Board in Compliance and use of same. This is required knowledge to oversee Requests, Complaints, and efficiency in being a GM of a CSD.
- Knowledge of road work repair is preferred but not required.
- Assist Board President with agendas and backup materials (Financials and Agenda topic backup documentation as applicable) and may assist with posting, resident email of agenda &/or signage prior to meetings (72 hours prior to regular meeting and 24 hours prior to special meeting).
- Responsible for taking detailed Minutes of all types of Meetings. If in the future we implement video/audio recordings, must be able to transcribe in Minutes from this format. Will be responsible for these Minutes and sending to webmaster for posting.
- Develops, plans, and implements District policies and goals at the direction of the Board.
- Responsible for the preparation of the annual budget, control of expenditures, short and long-term financial strategies, and inventory control.
- Maintains effective communications with the Board and facilitates constructive and harmonious Board relations.
- Develops and prepares monthly and annual comprehensive reports for the CSD Board and other government bodies if applicable or necessary.

- Enforces District rules and regulations.
- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-range plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations; acts as the District liaison with the media.
- Respond to calls and emails regarding the District.
- Provides for the investigation and resolution of complaints, Public Records Requests or community/homeowner requests regarding the administration, actions or services provided by the District.
- Provides for contract services and ensures proper performance of obligations to the District; has responsibility for enforcement of all District policies and procedures.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversee the maintenance of work and official District files.
- QuickBooks and Microsoft Office Program, database management and cloud technology.
- Two years of management or administrative experience in a public agency setting. Experience in working with an elected Board or Council is desirable.
- Assist in the building and implementing of positive relationships with all Board members and residents.
- Consults with legal counsel concerning matters of litigation, contracts, and District operations.
- Monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.

If you are interested in applying for the position of general manager, please submit your resume and qualifications to Greg Hamson <greghamson57@gmail.com> the IRCSD Board Vice President. Feel free to reach out if you have any questions or would like more information.