AGENDA ITEM: 8

MEETING DATE: April 17, 2025

STAFF REPORT

SUBJECT:

DISCUSSION AND APPROVAL OF RECRUITMENT PROCESS FOR GENERAL MANAGER AND JOB DESCRIPTION

RECOMMENDATION:

For the Board to finalize the General Manager job posting and establish a timeline.

BACKGROUND:

There is currently a vacancy for the General Manager position. In the interim, the Board has appointed Marisol Camacho to serve as Interim General Manager. During the special meeting held on April 2, 2025, the Board discussed incorporating grant writing responsibilities into the new job posting and mentioned reviewing potential salary adjustments to attract a broader pool of candidates. Staff was directed to bring back relevant information, including previous BCSD job descriptions.

DISCUSSION:

For reference, Del Rey Community Services District, which has approximately 315 water connections—similar to Biola—and a population of under 2,000, recently posted the attached job announcement for a District General Manager. They've only received 3 applicants since posting. They offer benefits and have an annual budget of $75,000 to $100,000 for the position, whereas Biola has allocated $49,500 for FY 2024–2025. Attached is their sample job posting. The 2022 BCSD job description is missing key details, including salary information, required qualifications, and the application period.

Options for grant writing language:

- Experience in grant writing and/or fundraising for public agencies or non-profit organizations.
- Familiarity with researching and applying for grants from local, state, or federal sources is a plus

Kerwest Newspaper Publishing:

- Published once a week on Wednesday. Deadline is by noon.
- Advertising (Legal and Display) is charged by the amount of space used and the number of weeks the item is published.

Indeed Online Posting:

- Can post jobs on Indeed for free, but there are also paid options to increase visibility and attract more applicant ($5 per day or $150 per month)

PREPARED BY:

Marisol Camacho, Interim General Manager

Attachments:

1. 2022 BCSD Employment Opportunity- General Manager
2. Del Rey - District Manager Posting

Employment Opportunity

Job Description – GENERAL MANAGER

General Manager Job Description

Part-time position Effective February 10, 2022 until filled

$25 - $30 per hour depending on experience for about 25-30 hours per week

Monday office closed, Tuesday thru Thursday 8am to 5pm and Friday 8am to 12pm, flexible hours, but not to exceed 30 hours per week unless directed by Board

The Biola Community Services District is a State of California Special District, providing water, sewer, garbage, and street lighting services to a small unincorporated community of approximately 1,700 residents, public facilities, and businesses. The district employs a small staff administering activities of District contracted accountants, attorneys, engineers, operations superintendent, and other service vendors

POSITION:

This position requires a high-motivated, strategic and organized individual who will report directly to the District Board of Directors and oversees the daily operations and duties of 5 employees. The position plans and manages the affairs of the district, implements Board direction and policy, and represents Board policy and programs with local organizations, regulatory community, and the general public and implements the Board adopted Project Description. The position reviews all budget requests and makes recommendations to the Board on final expenditure levels; prioritizes initiatives and resources in consultation with the Board; manages all District management activities and performs all related work, as required.

Under direction of the Board of Directors, the general manager is responsible for the leadership and management of the Biola Community Service District, implements and executes short- and long-term plans, policies, budgets and strategies consent with BCSD's vision, to enhance the quality of life in BCSD by delivering exceptional, customer focused water services.

Del Rey

"Where Raisin is King"

DEL REY COMMUNITY
SERVICES DISTRICT

DISTRICT MANAGER

The Del Rey Community Services District ("District") is accepting applications for the position of District Manager.

BACKGROUND

The District is a special district organized under California's Community Services District Law, Government Code section 61000, et seq. The boundaries of the District exist primarily within the unincorporated community of Del Rey, Fresno County, California. The District provides municipal water and sanitary sewer service, street lighting, and operates a local park. The District is governed by a 5-person Board of Directors ("Board"), elected at-large to four-year terms by the voters within the District. The Board establishes the policies for the operation of the District.

JOB DESCRIPTION

The District Manager is the highest level management appointee and serves at the pleasure of the Board. The District Manager is responsible for all of the following:

(a) The implementation of the policies established by the Board for the operation of the District.

(b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board. The hiring of employees by the District Manager is subject to the Board's prior approval of a position.

10649 E. Morro Avenue
Post Office Box 186
Del Rey California 93616-0186
Phone: (559)888-2272
Fax: (559)888-1010
E-mail:drcsd@pacbell.net

(c) The supervision of the District's facilities and services.

(d) The supervision of the District's finances.

Unless excused by the Board, the District Manager attends all publicly noticed meetings of the Board, and is responsible for creating and posting the agenda for such meetings. In his or her absence, the District Manager shall designate a substitute. The District Manager may make recommendations and may take part in all discussions of the Board, but has no vote.

The District Manager shall be evaluated by the Board in October of each year, or as the Board may continue. The Board may evaluate the District Manager at more frequent intervals upon request by two or more Directors.

QUALIFICATIONS

A two-year associate's degree from an accredited college, or its equivalent, is required. A four-year bachelor's degree from an accredited university is preferred but not required. Prior experience with a Community Services District, or another special district or governmental agency, especially managerial experience, is preferred but not required.

SALARY AND BENEFITS

The District Manager is a full-time exempt salaried position. The position will be governed by a contract between the District and the District Manager of an agreed upon term that is adopted by the Board. The salary range for the District Manager position is $75,000 to $100,000 annually. Salary will be commensurate with qualifications and experience. The District offers a tax-sheltered annuity plan per Internal Revenue Code section 403(b), and employer-sponsored group health coverage.

APPLICATION PERIOD

Any person interested in being appointed by the Board to fill the District Manager position may indicate such interest by submitting a resume and cover letter to the District Office, or by email to drcsd@pacbell.net, by 5:00 p.m. on February 28, 2025.