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.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Ability to plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals.

Preferred but not required; Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering, or a closely related field. Five (5) years of broad and extensive work experience in a management or administration position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations. Principles and practices of public administration, include administrative analysis, fiscal planning and control, and policy and program development.

Effective February 10, 2022, this position will be posted until filled - the General Manager a part-time position is compensated as an hourly wage position. Part-time positions are not eligible for vacation leave or paid leave of any type. Sick leave is the only eligible paid leave, which is accumulated under the new Federal Law.

How to Apply

Contact: (for more information)

Biola Community Services District, P.O. Box 57, Biola, CA 93606

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Email : office@biolacsd.org