

Cameron Park Community Services District

Job Title:	Operations Manager	Department/Group:	Administration
Location:	Community Center	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$73,486.40 - \$93,789.34	Position Type:	Full-Time/Exempt Management
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the direction of the General Manager, the Operations Manager is responsible for the overall strategic leadership, planning, and coordination of the District's day-to-day operations across Parks, Facilities, Recreation, and Community Services. This position functions as the executive-level deputy to the General Manager, with broad responsibility for operations, policy implementation, and interdepartmental coordination. The Operations Manager ensures that District services are delivered efficiently, facilities and parks are well maintained, capital projects are effectively executed, and staff are trained, supervised, and supported in alignment with the District's mission, policies, and goals.</p> <p>DISTINGUISHING CHARACTERISTICS:</p> <p>The Operations Manager is an exempt management-level classification with broad responsibility for administrative, operational, and supervisory functions. This position consolidates the responsibilities of the Parks & Facilities Superintendent, Supervisor, and Foreman into a single leadership role. It requires a high degree of independence, professional judgment, and technical expertise in parks and facility operations, project management, budgeting, and personnel administration. The position works closely with the General Manager, Board of Directors, and community stakeholders, representing the District at public meetings and interagency collaborations.</p> <p>SUPERVISION RECEIVED/EXERCISED:</p> <p>Receives general direction from the General Manager or his/her designee. Exercises direct and indirect supervision over all operational divisions and their staff, including professional, supervisory, technical, and field employees, as well as contract and volunteer crews.</p>			

Approved by Board of Directors on October 15, 2025

Salary Approved by Board of Directors on February 25, 2026

ESSENTIAL JOB DUTIES

- **District-Wide Operations Management**
 - Direct, oversee, and coordinate the operations of Parks, Facilities, Recreation, and contracted services.
 - Serve as acting General Manager in the GM's absence.
 - Ensure effective implementation of District policies, programs, and priorities.
- **Staff Leadership & Development**
 - Recruit, hire, train, evaluate, and supervise staff at multiple levels.
 - Establish performance standards and provide coaching, mentoring, and discipline when necessary.
 - Foster teamwork and professional development.
- **Budget & Financial Oversight**
 - Prepare, monitor, and manage departmental and program budgets.
 - Support capital improvement planning, LLAD management, and cost-recovery initiatives.
 - Assist in grant development, reporting, and compliance.
- **Facilities & Parks Operations**
 - Oversee maintenance, repair, and operation of District parks, community center, aquatics facilities, trails, playgrounds, and landscaped areas.
 - Direct weed abatement, safety, and risk management programs.
 - Coordinate contractor services, capital projects, and long-range facility improvements.
- **Community & Interagency Engagement**
 - Represent the District with community groups, governmental agencies, and at Board meetings.
 - Respond to public inquiries, complaints, and service requests.
 - Support community engagement, volunteer programs, and special projects.
 - Builds partnerships with external agencies, nonprofits, and local organizations to leverage resources and support District initiatives.
- **Safety, Risk Management & Emergency Response**
 - Lead District safety programs, training, and compliance with Cal/OSHA and related standards.
 - Ensure adherence to workplace hazard communication and environmental regulations.
 - Respond to District emergencies and coordinate disaster recovery efforts.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- **Experience:**
 - Minimum of five (5) years of progressively responsible experience in parks, facilities, recreation, or public works management, including at least three (3) years in a supervisory/management role.
- **Education:**
 - Bachelor's degree from an accredited college or university in Public Administration, Recreation, Park Management, Horticulture, Construction Management, or related field (preferred).
 - Equivalent experience in lieu of degree may be considered.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain)

- **AQUATIC FACILITY OPERATOR (AFO) OR CERTIFIED POOL/SPA OPERATOR CERTIFICATION (CPO).**
- **Qualified Applicator Certificate (QAC)** or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- **Certified Playground Safety Inspector (CPSI)** – Demonstrates knowledge of safety standards in public play areas.
- **Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE)** – Recognized leadership certifications for parks and recreation professionals.
- **Public Works Supervisor Certification** or similar supervisory designation – Beneficial for overseeing public infrastructure and field crews.
- **California Pesticide Safety Trainer Certification** – Supports leadership in environmental compliance.
- **Project Management Certification (e.g., PMP, CAPM)** – Useful for managing capital projects, timelines, and cross-departmental coordination.
- **Public agency budget administration or purchasing certification** (such as CALPELRA, CSDA, or NIGP offerings) – For budget and procurement oversight.
- Landscape Irrigation Auditor certification.

SPECIAL REQUIREMENTS:

- Subject to DOJ Live Scan background check, medical examination, and drug screening.
- Position requires evening and weekend work as needed.
- Must be able to respond to emergency situations outside of normal working hours.

Knowledge, Skills, and Abilities:

- Plan, organize, train, evaluate, and supervise work crews.
- Read and understand maintenance specifications and plans.
- Estimate time, materials, and staffing needs for projects.
- Respond effectively to safety incidents, inspection findings, and operational issues.
- Prepare, analyze, and maintain administrative and technical records.
- Apply applicable laws, codes, and safety regulations (e.g., Ca/OSHA, pesticide handling).
- Work independently and within teams.
- Make sound decisions within District guidelines.
- Communicate clearly both orally and in writing.
- Foster positive relationships with staff, agencies, and the public.
- Identify hazards and take corrective safety measures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in both an office and outdoor environment, including exposure to inclement weather, smoke, dust, and vegetation.
- May require walking long distances, standing for extended periods, bending, stooping, and lifting up to 50 pounds.
- Use of personal protective equipment (PPE) may be required.
- Must be able to safely drive and operate a motor vehicle on unimproved roads and in remote areas

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.