



Cameron Park Community Services District **General Manager**



The Community



Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California.

Perfectly located above the fog and below the snow line, Cameron Park was the vision of Ruth and Larry Cameron, who purchased the 5,000 acre ranch in the 1950s and is now home to over 18,000 residents.

Cameron Park Lake was included in the original community plan and today serves as a beautiful backdrop and gathering space that connects families and friends, with tennis and pickleball courts, fishing, walking trails, and an amazing variety of birds and animals that call it home.

The District

The Cameron Park Community Services District (CPCSD) serves residents and businesses by providing fire and emergency services; developing and maintaining parks and facilities; delivering recreation programs; managing covenants, conditions, and restrictions (CC&R) compliance; 20 lighting and landscape districts; and waste collection and recycling.

An elected five-member Board of Directors governs the District, which achieved its Transparency Certificate in 2019 and is working toward its District of Distinction certification.

Along with its solar energy project, long-term strategic projects include developing a funding plan for capital assets, including the recent Park Development Plan, implementing the adopted five-year strategic plan, and expanding fire training facilities.



Mission Statement

It is the mission of Cameron Park Community Services District to enrich our community's quality of life for the health, safety, and wellbeing of Cameron Park residents.



and recycling services are provided by El Dorado Disposal (dba Waste Connections) under a long-term franchise agreement.

The District employs 14 full-time employees, including the General Manager, and up to 50 part-time and seasonal positions.

We value:

- *Stable and sustainable finances*
- *Responsible stewardship of District assets*
- *Creating community identity and pride*
- *Environmental sustainability*
- *Respectful and collaborative leadership*
- *Serving the diverse makeup of our community*
- *Professional, skilled employees*
- *Engagement with community members, service organizations, and our partners*



The Vision

Aligned with the District's Five-Year Strategic Plan, the vision focuses on:

- **Financial Stability** - Ensure the long-term fiscal health of the District by utilizing best accounting practices and tools with practical and realistic financial forecasting that seeks optimal revenue sources while acknowledging the District's available financial resources.
- **Firewise Community** - Create a Firewise Community by providing a high level of fire protection and advanced life support services to its residents through proper education, community involvement, and active implementation of the District's Weed and Rubbish Abatement Ordinance to reduce fire fuels in the community.
- **Create Community** - Provide positive, memorable experiences by establishing and creating strong relationships with residents through caring delivery of programs and services that meet the changing needs of the community.
- **Effective Governance** - The District's Board of Directors, as a cohesive, effective governing body, is committed to engage in continued special district education, adhere to District policies, follow good governance practices, and strengthen the workforce to achieve the District's vision.
- **Environmental Sustainability** - Effectively contribute to the overall environmental health of our community by considering environmental impacts when making decisions on the District's services and overall operations.

The General Manager

The General Manager's tasks are broad-based, ranging from planning and implementing construction projects at parks and fire stations to overseeing agreements with State agencies and service providers. Projects on the horizon include execution of park development plan projects, renewing fire service contracts, and continued progress in community-wide weed abatement and fire mitigation programs.



The Position

The General Manager is the executive officer in the District and administers and implements the policy direction of the District's five-member board. The position is responsible for all programs administered, including administrative services, fire protection services, emergency services, parks and recreation, enforcement of CC&Rs, waste management, and 20 LLADs within the District's boundaries. Key duties and responsibilities include, but are not limited to:

- Develops, recommends, and implements policies, program planning, and fiscal management for the effective administration and operation of all CSD functions.
- Recommends and implements board-approved short- and long-range organizational goals, objectives, strategic plans, business plans, operational policies, and procedures.
- Coordinates the preparation of the agenda and reports for the Board and in-house committees; provides the Board with information to support their ability to make decisions and govern effectively.
- Responsible for all employer/employee functions, including professional development, employee evaluations, progressive discipline and adverse action issues, equal employment opportunity, collective bargaining, and accident reviews.
- Develops, evaluates, and maintains a comprehensive budget plan to meet the current and projected needs of the CSD and provides monthly reports and recommendations.
- Coordinates the development of and executes an annual marketing plan that includes goals, objectives, strategies, execution, and measurement for all CSD facilities and programs.
- Develops and oversees all phases of implementing public information, media and advertising campaigns, marketing programs, and public outreach surveys.
- Maintains a positive working relationship with representatives of community organizations, state and local agencies and associations, and district management, staff, and the public.
- Demonstrates leadership, professionalism, and passion in the development of programs and services for the community.



The Ideal Candidate

Consistent with the District's core values and full consideration of the community's expectations, the important traits of a new General Manager are listed below:

- Excellent leadership, management, and motivational skills, serving as a steward of the District's assets.
- Demonstrates a high level of integrity with honesty and accountability.
- Engaged and collaborative by being open and receptive to suggestions and input from local residents and employees; actively pursues establishing trust with stakeholders across multiple agencies.
- Appreciative of and available for staff, volunteers, and the public.
- Passion for community pride, identity, and engagement.
- Brings an innovative spirit to help re-engage and rebuild the District's programs and operations during and post COVID-19.
- Effective communicator who actively listens and speaks with tact and diplomacy while serving as a team player.
- Seasoned professional who is committed to the work and values of the District and community.
- Knowledgeable of all program areas and has the ability to effectively balance programs.
- Exhibits respect, fairness, and equity for others, including staff.
- Confident professional who seeks opportunities for improvement.



Education and Experience

Qualified candidates will have any combination of education and experience that would demonstrate the knowledge and skills required for success. A typical way to obtain the required knowledge and skills is:

- A bachelor's degree from an accredited college or university in business or public administration. A master's degree is highly desirable.
- At least five years of increasingly responsible experience in a management assignment administering a public sector community service program. Experience with parks and recreation management is a plus.

Application and Selection Process

following to generalmanager@cameronpark.org:

- Cover letter
- Comprehensive resume (including the size of staff and budget you managed)
- Five work-related references

Please type "CPCSD General Manager" in the subject line of your email.

This recruitment will remain open until filled.

The most qualified applicants will be invited to participate in the interview and selection process.

For more information, please contact us at generalmanager@cameronpark.org.

Compensation and Benefits

The annual salary for the General Manager is within the \$150,000 range, commensurate with education and experience upon final appointment. The District offers a competitive benefit package for staff and their dependents:

- **CalPERS Retirement Plan:** 2% at 55 for classic members; 2% at 62 for PEPRAs members
- **Medical Insurance:** Employer-paid health insurance at 100% of the PERS Kaiser rate for the employee and 50% of the PERS Kaiser rate for dependents
- **Dental and Vision Insurance:** Employer-paid dental and vision insurance at 100% for the employee and 50% for dependents
- **Vacation and Administrative Leave:** 10 paid vacation days per year with a cap of 240 hours; 10 paid administrative leave days per year with a cap of 80 hours to be used within hire anniversary date
- **Deferred Compensation Plan:** Employees may participate in the PERS 457 deferred compensation plan; employer does not participate in a match



Visionsbykathy