

Cameron Estates Community Services District – General Manager Position Opening

The Cameron Estates Community Services District is seeking qualified candidates for the position of General Manager. This is a part-time, 20 hour per week home based position. The District does not maintain an office so this is a "work at home" job and the General Manager must maintain the District files, records, and equipment in their home office. The position is a non-PERS position with no dental, medical, vacation, travel or sick leave benefits. The General Manager is an at-will position.

Salary : \$25 per hour/\$500 per week

Qualifications: Knowledge of Excel, Word, and PDF, ability to prepare budgets, good written and oral communication skills, ability to deal with the public and other governmental agencies, theory and principles of management and public administration.

Job Requirements: The General Manager shall carry into effect the expressed policies of the Board of Directors, including planning the short medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community. He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations and reports for and to the Board. The General Manager may work in the field as required. See Job Description for details.

The Cameron Estates Community Services District reserves the right to refuse unqualified applications. The Cameron Estates Community Services District is an equal opportunity employer (EOE). The General Manager Position is classified management and under contract.

Cover letter and resume should be emailed to cecsd@att.net or mailed to:

Cameron Estates CSD
P O Box 171
Shingle Springs CA 95682