



ROLLING HILLS COMMUNITY SERVICES DISTRICT

IS RECRUITING FOR A GENERAL MANAGER

General Manager

Part Time - Independent Contractor Status

El Dorado Hills, CA, US

Salary Range: \$30.00 - \$50.00 per hour, DOE

Final Filing Date: First review of applications will be on May 10, 2022. Rolling Hills Community Services District (RHCS D) reserves the right to close this posting once a sufficient number of applications have been received.

This position serves as the Executive Officer of the RHCS D and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to the approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

Essential Duties and Responsibilities

- Attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.
- Seeks to carry into effect the expressed policies of the Board, including planning the short, medium, and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

Examples of Specific Duties

- Weekly
 - Check bark in playground fall areas/swings
 - Meet with Landscaper to Discuss Any Issues
 - Irrigation Repairs/Special Projects/Deficient areas that need attention
- Bi-weekly
 - Tour District
 - Check CSD Common Spaces/Sidewalks/Roads
 - Check Stonebriar/Berkshire Parks
 - Note any irrigation issues – report to landscaper for repair
 - Put Warning Stickers on any parking violations, encroachments/ Issue citations, follow-up letters
 - Refill Dog Waste Stations (1 at Berkshire and 2 at Stonebriar Park). Re-order as needed (Terra Bound)
- Monthly
 - Compile Agenda Items for Monthly Meeting/Attend Board Meeting(s)
 - Put Out/Pick Up Meeting Signs
 - Review/Approve Contractor Invoices
 - Check Radar Data from Park Sign
 - Check Data Ticket for Citation Status

- Yearly
 - Oversee Annual Weed Abatement Contractors to Ensure County Guidelines Met (work done in May for June Encroachment Notices (September-November)
 - Send out notices as needed in the fall to ensure residents keep sidewalks/overhead tree clearance standards
 - Road Inspections
 - Check District roads for areas in need of repair
 - Storm Drain Inspections
 - Check storm drain locations within wetlands to ensure no blockages for proper flow.

- General
 - Oversee special projects (i.e. Wetland clearing, road maintenance, tree work)
 - Get bids from contractors
 - Execute Contracts as authorized
 - Check CSD maintained areas
 - Landscape encroachment (trimming)
 - Tree health/trimming/tree removal
 - Check storm drain inlets (roads) to ensure free from debris
 - Review/Approve contractor invoices
 - Respond to resident calls/emails
 - Respond to calls from title companies and calls related to CC&R/ACC regarding approvals for projects (i.e. Solar, ADU, Title Companies)
 - Work with Fire Marshal regarding Emergency Access Gate Requirements/Inspections
 - Draft RFP's for necessary projects
 - Compile eligible contractor lists for RFP distribution (See DIR website)
 - Newsletter
 - Draft articles/format/design

Knowledge and Abilities

The position requires a thorough understanding of facilities and property oversight; and finance and accounting related to budget development and adherence. This is a working position as the General Manager often performs maintenance services as needed. The position requires the ability to exercise a high level of independent judgment, organization and coordination skills in order to handle multiple assignments, effectively present information to the Board of Directors or public groups, and communicate clearly both verbally and in writing. An understanding of the Ralph M. Brown Act, California Public Records Act, and other requirements applicable to public agencies is preferred.

Must possess a valid California driver's license and automobile insurance. This position is as an independent contractor and has no benefits.

To Apply

Submit your letter of application and Resume to csdclerk@gmail.com