

# Spalding Community Services District

## EMPLOYMENT OPPORTUNITY

### GENERAL MANAGER

**FINAL FILING DATE:** Open Until Filled

**APPLICATION PROCESS:** To apply, please submit:

- 1) Job Application
- 2) Cover Letter
- 3) Resume

Please submit your application materials (.pdf or .doc) to the District office at:

**Email:** [generalmanager@spaldingcsd.org](mailto:generalmanager@spaldingcsd.org)

**Mailing Address:**

Spalding Community Services District  
502-907 Mahogany Way  
Susanville, CA 96130

Spalding Community Services District is an Equal Opportunity Employer.

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### POSITION DETAILS

**Salary:** \$30-\$40/hour (negotiable based on experience);

**Benefits:** Vacation/Sick Leave Accrual; \$200 Month Healthcare Stipend

**Hours:** 30 to 40 hours per week (schedule to be determined; hybrid work optional for qualified candidates with demonstrable experience after a period of 90 days).

**Job Type:** Part-Time, At-Will Employee

**Location:** Spalding Community Services District  
502-907 Mahogany Way  
Susanville, CA 96130

**Opening Date:** April 12<sup>th</sup>, 2025

**Closing Date:** Open Until Filled

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### POSITION OVERVIEW

The General Manager serves as the chief executive officer of the Spalding Community Services District (SCSD) and is responsible for the overall administration, management, and operations of the District. Under the policy direction of the Board of Directors, the General Manager

Spalding Community Services District  
Employment Opportunity

General Manager  
2025

ensures the effective delivery of essential services, including wastewater, fire protection, and recreation. This role oversees financial management, personnel administration, regulatory compliance, and community relations.

The General Manager attends all Board meetings, implements Board policies, prepares budgets and reports, and serves as the primary liaison between the District and governmental agencies, community stakeholders, and the public.

The General Manager is an “at will” employee and shall execute the daily operations of the District and works under the direction and pleasure of the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval of the Board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District.

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## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Essential duties may include, but are not limited to:

- Administer the daily operations of the District under the direction of the Board of Directors.
- Develop and implement the strategic plan, other long-range plans, and carry into effect the expressed policies of the Board of Directors.
- Serve as the Treasurer of the Board, oversee the preparation and management of the District’s financial plan, investment strategy, annual budgets, financial reports and implement the recommendations and requirements of independent audits.
- Serve as the Secretary of the Board, preparing meeting agendas, minutes, and official records.
- Direct capital project coordination, including procurement, evaluation, and contract management in communication with the Board of Directors.
- Identify, evaluate, and pursue grant opportunities and other funding sources.
- Provide leadership and oversight of all District departments and establish and implement plans and standard operating procedures to ensure efficient District operations.
- Establish and evaluate risk management strategies to effectively protect the district’s human resources, current and fixed assets.
- Hire, supervise, evaluate, and manage District employees in accordance with Board-approved policies; ensure district policy complies with current federal and state labor laws.

- Keep current and maintain professional knowledge and abilities by supporting the development of District employees through required and elective training, certifications, qualifications, and continuing education.
  - Direct professional development, employment development, for Best Management Practices and Efficient Management Programs and Health, Safety & Environmental Compliance.
  - Oversee maintenance and operation of District facilities, property, and infrastructure.
  - Maintain public relations by fostering positive relationships with community members and stakeholders.
  - Act as the District's representative in interactions with other special districts, county, state, and federal agencies.
  - Ensure compliance with all federal, state, and local regulations applicable to the District.
  - Perform other duties as assigned by the Board of Directors.
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## QUALIFICATIONS

### Education & Experience

- **Required:** Associate Degree and/or two (2) years of college coursework or training in public/business administration, project management, office management, administrative assistance/secretarial training, or a related field.
- **Required:** Minimum of five (5) years of increasingly responsible managerial experience, including finance, public affairs, regulatory affairs in government service or private industry in a management or supervisory role.
- **Preferred:** Bachelor's degree in Public Administration, Business Administration, or a related field.
- **Preferred:** Experience in special district administration or public agency management.
- **Preferred:** experience with underground utility construction and/or environmental compliance.
- **Equivalency:** A combination of education and experience that provides the required skills and knowledge may be considered.

### Knowledge, Skills, & Abilities

- Strong knowledge of municipal government municipal government policies, budgeting, and purchasing procedures; applicable local, state and federal laws, codes, regulations and ordinances.

- Strong knowledge of the basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.
- Knowledge and experience of federal, state and local regulatory compliance, environmental compliance and land use law relate to the operations and maintenance of underground utilities such as wastewater systems.
- Knowledge of competitive procurement, purchasing, contract, and surplus disposal practice for the public sector.
- Knowledge of California labor laws and public sector employment regulations.
- Knowledge of modern financial accounting, business administration, customer relations and enterprise resource management software systems and platforms (e.g. QuickBooks Online, Oracle NetSuite, or similar platforms).
- Knowledge of construction management, estimating platforms or other enterprise capital improvement planning and project management solutions.
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the general public; present a positive image of the District in a variety of circumstances.
- Ability to strategize long-term planning, analyze complex problems, and develop effective solutions.
- Proficiency in modern office software, including Microsoft Office Suite, Adobe Acrobat and digital document control practices.
- Ability to analyze situations, determine appropriate actions and clearly delegate as necessary.
- Ability to interact professionally with diverse individuals and resolve inquiries effectively.
- Ability to handle confidential and sensitive information with discretion.
- Strong written and verbal communication skills.

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### **License, Certification and Other Requirements**

- **Required:** Possess a Valid State of California Driver's License and satisfactory driving record.
- **Required:** Completion of a background check.
- **Preferred:** Professional Engineer, General Engineering Contractor

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## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

- Regularly required to sit, type, and use hands to handle office materials.
- Occasionally required to lift/move up to 35 pounds.
- Work is typically performed in an office environment with moderate noise levels.
- Travel, sometimes in inclement weather, is sometimes required.
- Work is occasionally performed outside, sometimes in inclement weather or heat, for monitoring or inspection of infrastructure or capital projects.
- Occasional extended hours may be required for emergency response or critical deadlines.