

JOB ANNOUNCEMENT

Open Until Filled

Administrative Manager

REPORTS TO: General Manager; **FLSA STATUS:** Non-Exempt (Full-Time)
LOCATION: On-site / Portola, California; Annual Salary $53,500 - $71,500 depending on experience

POSITION SUMMARY

Under general direction of the General Manager, the Administrative Manager plans, organizes, directs, and oversees the day-to-day administrative, operational, financial, public records, and human resources functions of the Gold Mountain Community Services District (GMCSD). This position acts as the Clerk of the Board, manages public transparency requirements under California law, oversees utility billing/accounts receivable, coordinates district human resources and risk management, and assists in budget development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment.

Board Administration & Governance

- Serve as Clerk of the Board of Directors, managing agenda preparation, posting legally compliant meeting notices, attending all regular/special board meetings, recording board actions, and drafting official minutes.
- Ensure strict adherence to the **Ralph M. Brown Act** (Gov. Code § 54950 et seq.) for notice deadlines, closed session compliance, and public access.
- Act as the Custodian of Records for the District; process and respond to California Public Records Act (CPRA) requests in accordance with statutory guidelines.
- Coordinate required filings, including Statements of Economic Interests (FPPC Form 700) and Ethics (AB 1234) / Sexual Harassment Prevention (SB 1343) training compliance for board members and designated staff.

Financial & Utility Operations

- Working with the District Bookkeeper, oversee daily financial processing, including utility billing, accounts receivable, accounts payable, revenue collection, and bank reconciliations.
- Assist the General Manager in compiling data for annual budget preparation, multi-year financial forecasting, and rate studies.



- Coordinate with independent auditors during annual financial audits and prepare required financial schedules and documentation.
- Monitor vendor contracts, purchasing compliance, and local bidding procedures.

Human Resources & Risk Management

- Oversee personnel administration, including recruitment, onboarding, benefits administration, leaves of absence, and employee file maintenance.
- Administer district safety, workers' compensation, and risk management programs in coordination with the District's insurance carrier.
- Maintain and update the District's employee handbook, injury/illness prevention program (IIPP), and operational policies.

District Office Management & Public Relations

- Manage day-to-day office operations, customer service inquiries, ratepayer communications, and escalation of complaints.
- Maintain the District's public website to ensure compliance with digital accessibility guidelines (AB 434) and public disclosure mandates.
- Supervise, train, and evaluate assigned administrative and clerical staff.

MINIMUM QUALIFICATIONS

Education and Experience:

- **Education:** Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, or a closely related field. *(**Substantial, directly relevant experience may substitute on a year-for-year basis**.)*
- **Experience:**
  - Minimum of four (4) years of progressively responsible administrative or financial management experience, including at least two (2) years in a supervisory or management capacity.
  - QuickBooks – moderate to expert level.
  - Microsoft Office: Word, Excel, PowerPoint, Outlook – moderate to expert level.

Certifications / Licenses:

- Valid California Class C Driver's License with a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

Desired Knowledge of:

- California Special District governance, including California Community Services District Law (Gov. Code § 61000 et seq.).
- Provisions of the Ralph M. Brown Act, California Public Records Act (CPRA), and Fair Political Practices Commission (FPPC) requirements.
- Principles and practices of public sector accounting, governmental budgeting, utility billing systems, and fund accounting.
- Modern public human resources practices, labor compliance, and occupational safety (Cal/OSHA).



- Utility billing databases and document management platforms.

Ability to:

- Interpret, apply, and explain state laws, local ordinances, district codes, and administrative policies.
- Prepare clear, concise, and professional staff reports, board resolutions, customer notifications, and policy documents.
- Exercise sound judgment, discretion, and confidentiality when handling sensitive personnel or legal matters.
- Establish and maintain cooperative working relationships with the Board of Directors, staff, regulatory agencies, contractors, and members of the public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Environment:** Works primarily in a standard office setting with controlled temperature and exposure to typical office noise. Occasional attendance at evening board meetings or local public events is required.
- **Physical Requirements:** Required to sit at a desk, use a computer keyboard and mouse, speak clearly, and hear. Periodically required to stand, walk, reach, bend, and lift or carry materials up to 40 pounds.
- **Vision:** Vision abilities required include close vision and the ability to adjust focus for reading documents and computer screens.

OTHER

- This is a non-exempt position subject to the Fair Labor Standards Act (FLSA)
- This position is considered full-time consisting of approximately 40 hours per week and will be paid on an hourly basis using bi-weekly payroll with benefits package.
- Offer of employment may require a physical examination, a background check, and drug screening in compliance with District policies.
- Benefits can include Health care, Gym membership, HSA account, Gov.457B Retirement Plan, vacation time after 6 months.

How to Apply

Please submit a Gold Mountain CSD Application for Employment
(available on our website: www.gmcsd.org) and résumé to the Administrative Office.
E-mail: info.gmcsd@gmail.com | Mail: PO Box 5 Clio, CA 96106 | In-Person: 150 Pacific St., Suite 8 Portola, CA 96122

Questions? Please inquire via phone: 530-832-5945 or email: info.gmcsd@gmail.com