

Indian Valley CSD
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Board of Directors
Mina Admire
Bob Orange
Lee Anne Schramel
Vacant
Vacant

www.indianvalleycsd.com

IMMEDIATE OPENING General Manager

The Indian Valley CSD (IVCSD) provides essential services for three small Northern CA (Plumas County) communities including Crescent Mills, Greenville, and Taylorsville, all closely located within Indian Valley.** The General Manager reports to an elected, five-member Board of Directors.

Operations and services* include:

- Two community water systems (*wells & spring*) plus a reservoir/dam/water rights (*secondary water supply*)
- Two community sewer systems
- Volunteer fire department with four small stations
- Three parks
- Street lighting for two communities
- Maintenance and administrative departments including a 8-person staff

Desired candidates should possess a strong sense of community and fiduciary responsibility for managing public funds, model a highly developed & transparent work ethic, and demonstrate oral & written communication skills.

Required qualifications include a Bachelors Degree in Public Administration or a related field, five years experience in an increasingly responsible public agency management position, and a valid CA drivers license.

Candidates will demonstrate the ability to effectively manage/execute:

- A complex (*though small*) Community Services District (CSD) or equivalent
- Financial operations including: annual budget preparation & long-term revenue outlay plans, fixed asset inventory, capital improvement program (*including grant management*), and audit preparation
- Personnel management including recruitment, performance & retention
- Reporting requirements at the local, state and federal level
- Computer programs including QuickBooks, Microsoft Windows & Office Suite (*Excel, Word, PowerPoint, Outlook, etc.*), and Adobe.

Additional expertise, neither limited to nor required, includes: possessing a CA issued T-2 Water Treatment Operator, D-1 Distribution Operator, and/or Grade 1 Wastewater Certificate, Masters Degree in Public Administration or a related field, fire district administration, and parks & recreation management.

Candidates demonstrating the above abilities and qualifications will be interviewed, following the end of the recruitment period, October 6, 2021. Compensation is negotiable depending on experience.

Resume packages (*cover letter, resume and references*) will be accepted only at the following locations:

- Mail: Law Offices of Gregory P. Einhorn, 854 Manzanita Court, Chico, CA 95926
- Online: greg@einhornlawoffice.com

Please call Chairman Bob Orange at (530) 249-2190 or Director Lee Anne Schramel at (530) 386-6440 for more information about the position and/or recruitment process.

* Please see www.indianvalleycsd.com and the FY20/21 budget package for more comprehensive information about the district and operations.