



# Weaverville Community Services District

716 Main St.

P.O. Box 1510 Weaverville, CA 96093

Ph (530) 623-5051

Fx (530) 623-2108

## ABOUT THE POSITION

### General Manager

**Salary Range:** \$70,000-\$90,000 annual

**Posting Date:** April 12<sup>th</sup>, 2019

**Closing Date:** May 3<sup>rd</sup>, 2019

The Weaverville Community Services District is seeking a progressive leader to fill the position of the outgoing General Manager. Established in 1978, the District is located in beautiful Trinity County and serves the communities of Weaverville and Douglas City. The District currently serves approximately 4000 customers with approximately 1600 service connections. The District operates three surface water treatment plants, five pump stations, six storage tanks and numerous pressure reducing stations.

### EXAMPLES OF DUTIES:

Reporting to an elected five-member Board of Directors, the ideal candidate will be an experienced water system manager who is knowledgeable in fiscal management, employee relations and human resources, as well as water law, resources, operations and related issues. The candidate will need the required skills to be effective in representing the District with customers, community groups, and other governmental agencies to further the District's objectives. The General Manager has exclusive management and control of the operations and works of the District, subject to the approval of the Board of Directors, and provides day-to-day leadership for the Organization. The General Manager prepares and manages the district budget, conducts studies, and makes oral and written presentations to various groups.

### QUALIFICATIONS/ KNOWLEDGE OF:

- California T3 & D2 Certification within 1 year of employment
- 5 years of experience with increasingly responsible water agency management position.
- Experience with fiscal management of a governmental entity
- Experience with human resources and employee benefits management
- Experience with implementing and enforcing policy
- Software navigation in spreadsheets, word documents, CAD, GIS, financial and billing systems

Must possess a valid California Class C driver's license with a clean driving record.

### APPLICATION AND SELECTION PROCESS

Interested individuals must submit a Weaverville Community Services District employment application. Resumes may be included with District Application and are encouraged. To obtain an application, download from our website at [www.weavervillecsd.com](http://www.weavervillecsd.com), call (530) 623-5051, or come by the District Office at 716 Main Street, Weaverville CA. Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process. Applications will be accepted until 5:00 PM on May 3, 2019. Potential applicants will be contacted for an oral interview at the District Office on a date to be determined.

"This district is an equal opportunity provider"

e-mail [wcsd@weavervillecsd.com](mailto:wcsd@weavervillecsd.com)

[www.weavervillecsd.com](http://www.weavervillecsd.com)