

**Wrightwood Community Services District is hiring a full-time General  
Manager \$63,000 - \$82,000 + Benefits**

Interested candidates are asked to send a resume, completed job application, and supplementary questionnaire to district staff by **1PM on May 3rd**. Questionnaires received late will not be accepted. The district will not be responsible for delays due to mail delivery. Applications will be screened and qualified candidates will move forward to a panel interview.

Application packets can be returned in the following ways:

- 1) Mailed or Hand-delivered to:  
Wrightwood CSD  
1275 Hwy 2  
PO Box 218  
Wrightwood CA 92397
- 2) Emailed to [office@wrightwoodcsd.org](mailto:office@wrightwoodcsd.org)

## GENERAL MANAGER JOB DESCRIPTION

The General Manager serves as the Chief Executive Officer of the District, receiving policy direction from the Board of Directors and managing all district staff directly. Responsible for overseeing, directing, and participating in all activities of the District including short- and long-term planning as well as development and administration of District policies, procedures, and services.

### **Qualifications**

*Experience & Education:* Analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. Bachelor's degree preferred.

*Knowledge of:* Principles, practices, and trends of public and business administration, management, and supportive staff services; government functions and organization; and methods and techniques of effective leadership.

*Ability to:* Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise board directors or other community groups and agency partners on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader; and appear before community groups and regional leaders. Direct District financial operations to ensure its ongoing fiscal sustainability; and perform related work as required.

### **Typical Tasks and Responsibilities**

- Complete daily administrative duties to include answering the District phone, checking voicemails, checking emails, calendaring facility reservations, tracking supply inventory, and producing purchase orders
- Maintain district finances through paying bills, receiving payments, making QuickBook entries, and tracking the banking account
- Maintain regulatory requirements for producing financial reports and annual budget
- Seek grants or loans for the District's infrastructure and other needs

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- Hire and manage district staff and contractors
- Serve as the spokesperson for the District and the liaison to the community, organizations, and other government entities
- Draft all board and committee agendas and making sure to abide by the District's Sunshine Ordinance for posting requirements
- Draft resolutions, requests for proposals, memorandums of understanding, applications, intergovernmental agreements, public-private partnerships, contracts and other items as requested by the Board of Directors.
- Update District website with Board Agendas and public documents
- Use social media pages to communicate with residents about district news
- Facilitate meetings with groups and teams to coordinate and meet project, program, or organizational objectives
- Respond to inquiries from residents, agency partners, or the public
- Calm and diffuse situations with difficult or upset individuals in the course of completing work assignments
- Analyze and evaluate problems or issues related to the progress and completion of work projects or assignments to determine impact, assess alternatives for resolution, and/or formulate action plans
- Provide status and progress reports of current work assignments to the Board of Directors and staff

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Have you ever been terminated from employment or asked to resign by an employer?

Yes  No

If yes, please provide company names and details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you work any shift?  Yes  No

If no, explain: \_\_\_\_\_

Can you work overtime, including weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?

Yes  No

Date you can start \_\_\_\_\_

Are you currently employed?  If so may we inquire of your present employer? \_\_\_\_\_

# EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent

Company	Job Title	No. of yrs. In position	Summarize the nature of work performed and job responsibilities

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<b>EDUCATION</b>	Name of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, please explain.

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## REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Phone Number & Email	Relationship	Years acquainted

## SUPPLEMENTAL QUESTIONNAIRE

1. Give an example of a time when you had difficulty getting your point across to an individual or a group. How did you resolve his communication challenge?\
2. Give an example from your past work experiences, about a time when you had an underperforming employee reporting to you. How did you address the situation? Did the employee's performance improve? If not, what did you do next?
3. Please describe your financial management experience.
4. The District is looking for a visionary director who can build on the department's existing strengths, but also help take it to the next level. What assets and examples do you bring to the table to achieve that?
5. The District has been impacted financially by COVID-19. How would you essentially rebuild and strengthen the team, and explore new opportunities for revenue growth and partnerships?
6. Describe your experience in the following areas:
  - a. Reporting directly to a governing board.
  - b. Preparing and presenting staff reports/recommendations.
  - c. Managing board member communications.
  - d. Managing board expectations.
7. Scenario: You are presenting a staff report on a major project at a Board Meeting. During the public hearing, a Board Member points out a significant error on the project that was likely made by a member of your team. How would you handle the situation? (Both during the meeting & after the meeting).