

**Bel Marin Keys Community Services District  
Novato, CA. 94949**

**District Manager**

If you are experienced in government offices and have the ability to multitask in a unique environment this job may be for you. Bel Marin Keys Community Services District (BMKCSD) is seeking a District Manager with extensive administrative experience, finance experience, and the ability to review multiple projects with assistance through Board of Directors and support committees while adhering to Federal, State, and local laws.

Bel Marin Keys Community Services District is located north of San Francisco and is surrounded by a beautiful waterfront community with 702 homes and multiple parks.

The DM is responsible for the day-to-day operations of the district and reports to a five-member Elected board. The DM plans, organizes, directs, and reviews all administrative activities. The DM will also be the representative of the Elected Board, demonstrating leadership and management abilities fostering trust and esteem both internally and externally within the community.

The ideal candidate is a natural problem solver and committed to building relationships that encourage open dialogue and discussions aimed at developing solutions in the best interest of the community. Streamlining operations, process, and procedure with respect for budgeting and transparency to the Community. Candidates should be analytical, detail oriented, and adept at identifying critical issues, to the CSD Board. The desired candidate is always prepared with the ability to guide, educate, listen, and speak diplomatically with residents.

The salary range \$85,000 to \$100,000 and benefits for this outstanding opportunity are based on qualifications and will be determined by the board of directors.

Please submit your cover letter and resume via email [admin@bmkcsd.us](mailto:admin@bmkcsd.us) If questions, please contact: Steve Nash 415.883.4222 or [snash@bmkcsd.us](mailto:snash@bmkcsd.us)

### **Job Description:**

Under the general direction of the Bel Marin Keys Community Services District, Board of Directors, this District Manager position will serve as Clerk of the Board while also providing:

- Administrative and program management to the office in the preparation of Board agendas, minutes, actions, ordinances, and resolutions
- Assistance in maintaining official District records, and publications of official District notices
- Oversight of the day-to-day activities, research, services, operations, and technical support of the office
- Analyze a wide variety of complex information regarding District policies, procedures, and County ordinances

### **The ideal candidate would be able to foster the following leadership skills:**

**Guiding and Inspiring:** A Community Service District Manager is responsible for leading a team of individuals who work together to serve the community. Strong leadership skills enable the manager to effectively guide and inspire while setting a positive example and fostering a culture of collaboration, motivation and dedication.

**Decision Making and Problem Solving:** Leadership skills are essential when it comes to making informed decisions and solving problems. The DM must be able to analyze complex situations, weigh various options, and make sound decisions which align with the district's board approved goals. Effective leadership skills are required to navigate challenges and find the best solutions.

**Building Relationships:** Interaction with a wide range of people including residents, community teams, community clubs, local government officials, Legal Counsel, law enforcement and others ARE VITAL-in building positive relationships, establishing trust and promoting collaboration. The DM must be able to effectively communicate, negotiate and mediate conflicts to ensure the district's goals are met.

**Strategic Planning and Goal Setting:** Leadership skills are essential in developing and implementing strategic plans and goals for the community service district. A strong leader can envision the future needs of the community, identify opportunities for growth and improvement and create a roadmap to achieve those objectives.

**Accountability and Ethical Conduct:** Integrity, trust, and accountability are necessary for BMK's CSD, and this role will be expected to set a high standard of integrity and ethical behavior ensuring that all actions and decisions align with the Board and the best interests of the community. A widely trusted, confident, and respectful leader who upholds transparency and fairness is who BMK needs.

### **Job Functions:**

- Ability to analyze and resolve problems.
- Assists in the development and implementation of goals, objectives, policies, procedures, and priorities for the Board and assigned committees.
- Assists with the election process, processing Conflict of Interest Form 700, subpoenas, routing litigation reports, and processing/routing requests filed under the Freedom of Information or California Public Records Acts; coordinates the process for filing Statement of Economic Interest.
- Attend all Board meetings scheduled, including working extended hours and/or evenings or flexible hours to ensure attendance at CSD Board meetings.
- Collaborates and coordinates to prepare, assemble, and distribute the Board of Directors meeting agendas and minutes with supporting documentation monthly.
- Collects bid openings; proofreads and signs off on the Bid Registry; compiles and distributes Notices of Awards and contracts to successful bidders per public bidding code requirements.
- Communicate effectively presenting proposals and recommendations clearly, logically, and persuasively in public meetings.
- Composes and publishes legal publications of mandated meetings to ensure compliance with legal guidelines.
- Coordinate with all vendors.
- Coordinate with District Engineers, Construction Managers and funding from correct sources.
- Corresponds with Elected Officials, District staff, and committee members regarding Fair Political Practice Commission filings and maintains records of same.
- Develop and implement appropriate procedures.
- Develops and maintains an annual calendar of invoices due.
- Effectively communicate and deal with Community members on the phone email an in person with timely response.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Knowledge of California Brown Act requirements.
- Maintains codification of ordinances and maintenance of the District Code.
- Manage and process employee payroll, scheduling and tracking employee time off; Supervises, assigns, and reviews the work of staff; provides or assists in coordinating staff training, and collaborates with employees to correct deficiencies and discipline up to dismissal.
- Manage quarterly community publication.
- Management of website administrator with direction of necessary website content and regular updates.
- Oversee CSD facility rental and required documentation and record keeping.
- Performs a diverse range of complex administrative and technical duties to ensure efficiency in office operations including all office functions.
- Prepare clear and concise meeting agenda and minutes.

- Prepares audits including BMK CSD Measures A, Measure D and Measure G and others as needed.
- Process receivables and payables and records in QuickBooks online.
- Provides and prepares the annual budget; monitors expenditures including reviewing and processing purchase requisitions and recommends modifications or adjustments as appropriate.
- Records and transcribes the minutes of Board meetings, and other related meetings as needed.
- Review and make logical conclusions from technical engineering data.
- The position will require full-time office coverage with flexible hours due to monthly evening meetings as necessary when attendance is required and after hours events.
- Understand, interpret, explain, and apply District policy and procedures.

**Licenses and Certifications and Training:**

- Five (5) years of administrative experience as a City Clerk, Clerk of the Board office, or a related field.
- Relevant Job Experience is desired.
- Proficient with Microsoft Office Suite, QuickBooks, Dropbox, Google Suite, and ability to learn other project management scheduling software.
- Knowledge of various Marin County Departments applicable to BMK
- Bookkeeping, financial, and accounting acumen.
- Possession of a valid California Driver's License, to be maintained throughout employment.
- Boating License must be obtained within 30 days of employment.
- ANSI-National Board Accreditation Board Food Handling Certificate and Pass the certification such as ANAB-CFP ServSafe, NRFSP, Always Food Safe, Above Training 360 Training. Under Senate Bill 303 within 30 days of employment.
- Prior CSDA Training is preferred.

**Physical Requirements:**

- Light Driving.
- Prolonged periods sitting at a desk and working on a computer.
- May be required to lift up to twenty-five (25) lbs. with frequent standing, reaching, crouching, bending.

**Benefits**

- Employees, after their introductory period and until they reach two (2) years of employment will receive ten (10) vacation days per year. After two (2) years of employment, employees will receive fifteen (15) days of vacation per year.
- New hires will receive six (6) days or 48 hours of paid sick leave on their date of hire and may begin using available sick leave on their 90th day of employment. Unused sick leave does not carry over from year to year.
- 9 paid Holidays yearly.
- Reimbursed medical up to Federal allowed limits Employees will obtain their own coverage and present monthly invoices for reimbursement. The coverage will only be paid for after 90 days of satisfactory employment.
- Simple IRA to all full-time employees. Matching up to 3% of the employee's gross pay per payday. If employees do not contribute, then BMKCSD will not contribute to Simple IRA.
- Please submit your cover letter and resume or any questions via email to:

Steve Nash at [snash@bmkcsd.us](mailto:snash@bmkcsd.us)

I acknowledge that this job with BMKCSD is at will and that this description may not include all duties but is close to accurate representation of this position as of this date.

Signature \_\_\_\_\_ Date \_\_\_\_\_