



## JOB OPENING

### GENERAL MANAGER POSITION



5880 Oak Street, Anderson, CA 96007  
[www.clearcreekcsd.org](http://www.clearcreekcsd.org) 530.357.2121

**The Board of Directors of the Clear Creek Community Services District (CCCSD) is seeking to hire a person to fill the General manager position.**

**Details of the District, description of General Manager position, credentials of applicant and compensation package are described below.**

**The District:**

The Clear Creek Community Services District (established 1963) is a California Special District located in southern Shasta County, in Northern California. The CCCSD is a Central Valley Project (CVP) contractor that serves surface water to agricultural, municipal, and industrial customers. The district has a contract with the Bureau of Reclamation CVP for 15,300 acre feet of water annually in a normal water year.

The district encompasses 21,670 acres of agricultural, rural and suburban land and serves approximately 8,000 customers through 2,252 service connections. The CCCSD is a California Special District and is governed by a five member Board of Directors elected by the customers of the Happy Valley Community. The District encompasses 33.8 square miles with 100 miles of pipeline ranging in size from 3 inches to 45 inches. Pipe compositions are asbestos cement, polyvinyl chloride, ductile iron and steel wrapped, concrete lined iron pipe. The District distribution system is classified as a D2 system, while the District owned water treatment facility is classified as a T5 system. The treatment facility utilizes an in-line treatment/filtration system.

The primary source of water is conveyed through the 42 inch & 45 inch Mule Town conduit leading from Whiskeytown Lake over 8.5 miles of rough terrain to the northern border of the District. The entire system is generally a gravity fed system.

A secondary source of water is from the district owned well field on the southern edge of the District. The District owns and maintains three deep water wells, and a booster pump station to push the water into the distribution system.

The District's service area encompasses four schools, one fire department, three grocery stores, restaurants, the Northern California Veterans Cemetery, and many small farms and residences. The District is set in a rural and suburban environment and is a State designated Disadvantaged Community.

## **The Position:**

The District seeks to hire a General Manager who will also serve as the Executive Officer to the Board of Directors. The person chosen will administer the District by having exclusive management and control of the operations and works of the District - subject to the approval by the Board of Directors. The Manager will provide day-to-day leadership for the District, seek to carry into effect the expressed policies of the Board of Directors (including planning the short, medium and long term work program for the district), and review of engineering / technical-reports.

The manager will have the ability to provide technical assistance related to District operations, equipment / field equipment, and attend CCCSD Board of Directors meetings as well as other related business meetings.

The manager will have experience in working with both State and Federal agencies, and have a good knowledge of regulatory requirements as well as environmental concerns related to the industry.

The manager will confer with other department heads on issues related to operations, treatment, system designs, and construction of water works systems.

The manager will develop annual and quarterly water availability forecasts. Additionally, the manager will develop annual budget and budget forecasts - all while following District policies and procedures. The manager will direct and participate in short-term and long-term financing goals, capital improvement programs and other plans.

The manager will oversee selection, training, professional development and evaluation of staff.

The manager will prepare a variety of District correspondence, reports, policies, procedures and other materials necessary for the legal and functional operation of the District.

The manager will respond to and resolve difficult customer inquires and complaints.

As Executive Officer to the Board of Directors the manager will supervise and participate in the preparation and administration of the budgets and presentations to the Board of Directors. The manager will have knowledge of the Brown Act, Roberts Rules of Order, Ethics law, Sexual Harassment Prevention law, CSD law and knowledge of the Public Records Act.

## **What the District is looking for in the ideal candidate:**

**Education:** The General Manager candidate must be a High School graduate at a minimum. Credit will be given for college attendance, completion of an Associate

Degree, B.S. or B.A. degree or Post Graduate work. Credit will be given for science or business studies. Any education in water distribution and water treatment, including certificates will be positively considered.

**Experience:** Candidates must have administrative experience working in the water delivery industry in an agency similar to the Clear Creek Community Services District. It is preferred that the candidate have at least five years of progressively responsible management or supervisory experience working with staff and elected officials, and be knowledgeable in water management, treatment, distribution and regulatory compliance. Candidates must be comfortable with public speaking, making presentations to the Board of Directors, and to the community at large. Candidates must have experience with developing budgets. This includes understanding and working with the financial systems and documents necessary to plan, manage, and pay for maintaining the unimpeded delivery of water to the customers of the CCCSD.

### **Compensation Package:**

The General Manager position is a salaried, exempt position. Salary - DOQ - The actual salary agreed upon by the successful candidate will depend on his or her breadth of experience and education.

### **Benefits: The CCCSD offers a competitive benefits package which includes:**

1. Medical, dental and vision plans. Generous contribution towards premium costs.
2. Life Insurance Group term life in the amount of \$100,000.00.
3. Retirement membership in the CalPERS miscellaneous retirement plan Classic Tier 1: 2% at 55; Classic, Tier 2: 2% at 60, PEPR 2% at 62.
4. Long term disability insurance - three month waiting period.
5. Sick leave accrues at a rate of 13 days per calendar year
6. Vacation: 10 days first three years of service. Accrual increases with longevity.
7. The District observes 11 paid holidays per year.
8. Other Executive/General Manager Benefits available.

**Closing Date / Time:** April 23rd 2025 - 5pm

Submit Cover Letter and Resume

To address above - or email: [Paul.Kelley@clearcreekcsd.org](mailto:Paul.Kelley@clearcreekcsd.org)

Attn: CCCSD General Manager Recruitment

*We are an equal opportunity employer*