



GENERAL MANAGER

Cosumnes Community Services District, Elk Grove, CA

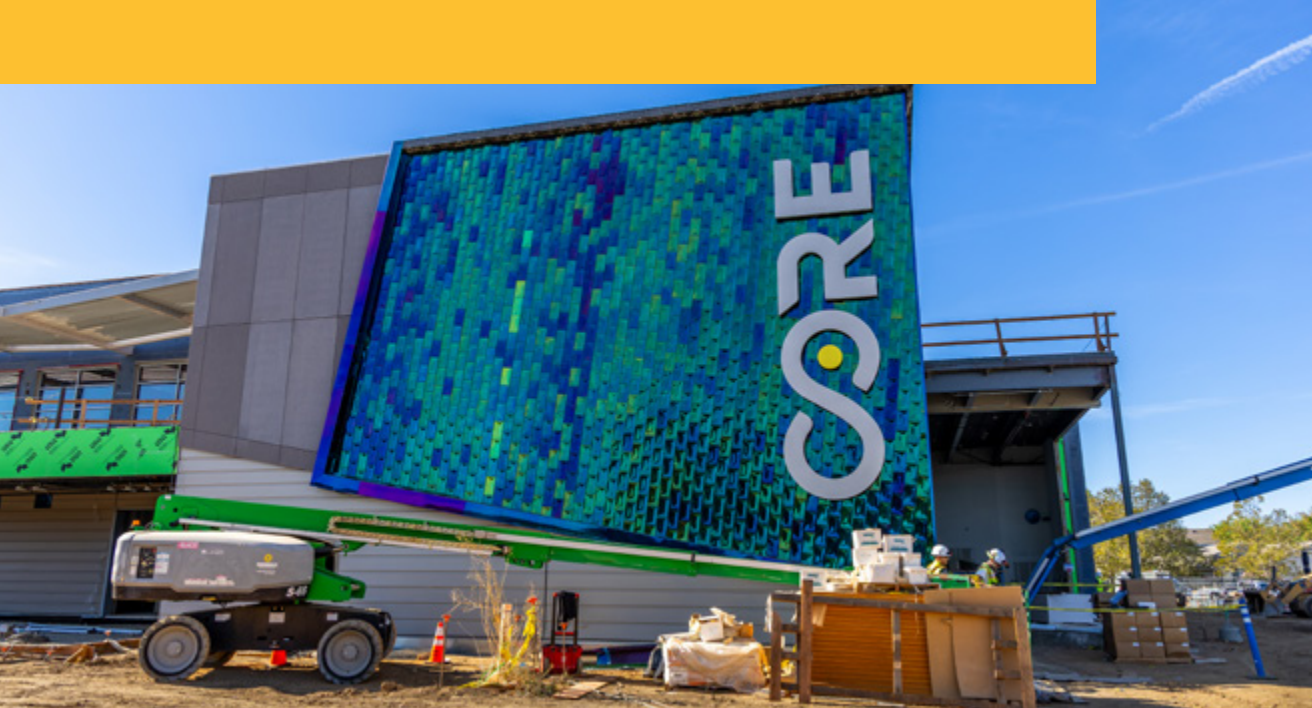
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The Opportunity

The Cosumnes Community Services District (Cosumnes CSD) offers an exciting career opportunity for a public sector/municipal executive to serve as its General Manager. As the District grows to serve rapidly evolving, diverse communities, the General Manager will enjoy a leading role in working collaboratively with the elected Board of Directors and a dedicated team to elevate the service delivery and organizational cohesion.



Cosumnes Community Services District

Cosumnes CSD is a prominent regional agency dedicated to providing superior service to approximately 215,000 residents across a 157-square-mile area in south Sacramento County. Established in 1985, the District is located just 4 miles south of the City of Sacramento and 92 miles east of San Francisco, with its administrative offices situated in the City of Elk Grove.

As the largest community services district in California by service area, Cosumnes CSD plays a critical role in enhancing the quality of life for the diverse communities it serves. The District provides essential services including Emergency Medical Services (EMS) and Fire Protection: Ensuring the safety and well-being of residents through fire suppression, emergency medical services, fire prevention, and special operations response. Parks and Recreation: Managing over 100 parks, as well as golf and aquatic facilities, community centers, and offering a wide array of recreational programs focused on health, wellness, and social interactions.

The vision of the Cosumnes CSD is to be an innovative, inclusive, intentional, and regional leader committed to providing exceptional services that exceed expectations and enhance the quality of life of those they serve. The District embraces the following values as it works toward its vision:

- Safety and Mitigating Risk
- High-Quality Workforce
- Diversity, Equity, and Access
- Financial Responsibility
- Service to the Community

The Cosumnes CSD employs 390 full-time staff and up to 700 part-time and seasonal employees during the peak season. The three departments within the District are Administrative Services, Fire, and Parks and Recreation, as well as the Office of the General Manager. The District's 24/25 fiscal year general fund budget is \$160 million.

The five-member District Board of Directors are elected by geographic District and serve in a policy-making capacity, determining policies necessary for governing the District. The Board appoints two executive management positions: District Legal Counsel and the General Manager. The General Manager serves as the Chief Executive Officer and is responsible for all the property of the District and the District's Departments.

\$ 160M
General Fund Budget

390FTE
Employees

The Position

Under legislative and policy direction of the elected Board of Directors, the General Manager executes, leads and coordinates the policies and directives of the Board. The General Manager is the chief executive officer of the organization and reports directly to the Board. In addition to leading the organization, the General Manager is responsible for planning, directing, managing, and reviewing all activities and operations of the District and has extensive contact with public officials, state/federal/local agencies, public/private organizations, and the public. Representative duties of the General Manager include:

- Exercises effective administrative supervision of the District through department heads and coordinates the operation of all District departments.
- Makes recommendations to the Board as to appropriate policies and procedures which will aid in the orderly conduct of the District's administrative affairs; implements modifications which will improve District administrative and operational processes; and develops long range programs designed to meet anticipated needs and problems.
- Evaluates and selects qualified candidates for appointment as District department heads; at a minimum, annually reviews and evaluates the performance of all department heads; and may recommend the discipline or removal of any District employee, including department heads.
- Directs such administrative, department, and/or staff services as may be assigned by the Board. Supervises all District staff, and consultants, through department heads

and their respective managers, who are engaged in the collection, analysis and evaluation of material and the development of recommendations regarding District matters.

- Reviews, evaluates, and approves the budget for all District Offices, Departments and Divisions; recommends a structurally balanced budget to the Board along with appropriate written and verbal documentation; recommends proactive fiscal controls to the Board; authorizes and controls the administration of grant proposals; executes deeds, deeds of trust, easements, releases, contracts, and other instruments binding the District to financial obligations; and reviews recommendations to the Board concerning all supplemental appropriations and budget transfers which require Board approval.
- Ensures enforcement of federal laws, state laws, local ordinances, Board and District policies, critical rules, and other regulations pertaining to operations; provides comprehensive analysis of a wide range of policies; prepares Board policy for review and adoption by the Board; and develops and implements District policies for administrative, personnel, and operational practices and processes of the District.
- Represents the District on a local and regional level, interacting with city, county and federal officials and the public at meetings, events, and conferences.





Challenges & Opportunities

The General Manager at the Cosumnes CSD will have the opportunity to deliver focused, effective leadership which will enhance the existing organizational culture and assist the District as it grows and aspires to be a preeminent employer and service provider. Some noteworthy challenges and opportunities for the next General Manager include:

- The General Manager will have the opportunity to strengthen relationships amongst the departments and the senior leadership team to enhance internal cohesion and collaboration.
- Diversity, equity, and inclusion are critically important foundational elements of all District activities, processes, and services. The next General Manager will be a leader in this regard.
- The next General Manager will have the opportunity to bring stability and consistency to the organization and serve as a mentor. Visible and reliable leadership is needed to serve this growing organization.
- The Cosumnes CSD prides itself on getting its work done via collaborative relationships with allied partner agencies and community partners. The successful candidate will be the primary liaison between the District and its partners, along with providing a visible presence in the communities they serve.
- The General Manager will have the opportunity to work with the Board and staff on refining a strategic vision for the District that will guide the operations of the Cosumnes CSD now and in the future.
- The successful candidate will bring a strong communication style that ensures that communication flows up and down the organization to ensure continuity and a broad understanding of District activities/priorities.
- The next General Manager will be challenged to unite the organization around a "One District" mentality and to create a broad internal understanding of how the different service lines should align around a common set of goals and vision that maintain internal cohesion and focus.

Ideal Candidate

The ideal candidate for the position of General Manager at the Cosumnes CSD will possess certain traits and experiences that will lead to success:

- A trust builder who understands the value of working through collaborative relationships will be advantageous to the organization.
- The District seeks a leader with a strong team orientation, high-level problem-solving skills, and a “big picture” thought process.
- Community-centric focus and the ability to approach issues with compassion and a positive intent is desired. Likewise, the General Manager must possess the courage to make difficult decisions or recommendations when necessary.
- A leader who listens first and is a strong collaborator will likely succeed in the District environment. The ideal candidate will empower other leaders in the organization yet be decisive and ensure accountability is practiced throughout the organization by maintaining a strong focus on District priorities, goals, and values.
- A progressive mindset with an ability to harness the unique contributions of staff from different generations and backgrounds will be instrumental to success.
- Demonstrated experience in a collective bargaining environment will serve the successful candidate and District well.
- The District seeks a leader who brings a sense of vision to the organization and who can motivate others to follow and share that vision.
- The General Manager does not necessarily need deep experience in any one of the Cosumnes CSD's service areas but should have an extensive general understanding of municipal service operations, along with financial and political acumen.





Qualifications

Any equivalent combination of training and experience that provides the required skills, knowledge, and abilities may qualify at the Board's discretion. The education or experience requirements may be modified or waived at the discretion of the Board.

Education: Master's Degree in Public Administration, Business Administration, or a related field. Experience as a Chief Executive Officer of a governmental agency may be substituted for the required education on a year-for-year basis.

Experience: Ten (10) years of progressively responsible management experience in the planning, organizing, coordinating, and administering a variety of government functions, including a minimum of seven (7) years at the executive level of a District, City, or County.

Certifications: ICMA Certified Public Manager (CPM) or CSDA Certified Special District Manager (CSDM) designation is preferred.

Salary & Benefits

The salary range for the General Manager is **\$275,568 - \$321,420**, with placement in the salary range dependent on qualifications. In addition, an excellent executive benefits package is provided, as outlined below. Key benefits include:

- **Retirement:** Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 55 formula, while new or PEPRA members are 2% @ 62.
- **Deferred Compensation:** Voluntary participation with matching funds from District.
- **Health and Welfare Benefits:**
 - Health - \$2,400.18 per month
 - Dental - \$133 per month
 - Vision - \$17 per month
- **Health Stipend:** The District offers \$200 per month for the employee only or \$300 per month for the employee +1 cash in lieu of a medical insurance benefit for those employees who have medical insurance from another source.
- **Vacation and Leave:**
 - Vacation – Accrual based on tenure
 - Sick Leave - 8 hours per month
 - Holidays - 13 days plus one floating holiday and one employee choice holiday
 - Administrative Leave - 120 hours annually
- **Life Insurance:** \$50,000 District-paid term life insurance.
- **Long-Term Disability Insurance**
- **Automobile Allowance:** \$550 per month
- **Technology Allowance:** \$150 per month
- **Social Security:** District employees do not contribute to Social Security.
- **Relocation Assistance:** The District will negotiate a relocation allowance with the selected candidate if needed.





Application & Selection Process

Interested candidates should submit a comprehensive résumé and compelling cover letter no later than **Monday, February 10, 2025**, at:

www.mosaicpublic.com/careers

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com

(916) 550-4100 or (916) 217-3696

IMPORTANT DATES:

Application deadline: Monday, February 10, 2025

Panel interviews w/semi-finalists: 2nd or 3rd week of March 2025

In-person finalist interviews with Board: Late March/Early April 2025

Estimated start date for new General Manager: May 2025

The Cosumnes Community Services District is an equal opportunity employer.

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