



Special District of *Rossmoor* California

RECRUITMENT FOR GENERAL MANAGER

THE ROSSMOOR COMMUNITY

Rossmoor is a residential community comprised of approximately 3,500 single-family homes with small pockets of apartments and condominiums; the 2020 census reported 10,625 residents. The Rossmoor Village Square center is also located within the boundaries of Rossmoor. Homes within Rossmoor are high-end and well maintained with many having been renovated or rebuilt. The community is served by the Los Alamitos School District, which is looked upon as a highly desirable asset. There are four elementary schools located within Rossmoor. The community is surrounded by the cities of Long Beach, Los Alamitos, and Seal Beach, which offer an abundance of retail shopping, health care facilities, recreational and cultural venues, as well as proximity to Southern California amusement parks, beaches, and waterways.

Rossmoor is an unincorporated community situated in west Orange County. Services for the community are provided by the Rossmoor Community Services District (RCSD) and the County of Orange. The District is responsible for constituent services including parks, recreation, parkway trees, street lighting, street sweeping, facility rentals, special events, and other miscellaneous activities. The County of Orange is responsible for fire, law enforcement, hardscape (streets, curbs, gutters and sidewalks), flood control, planning, code enforcement, animal control, waste collection and other miscellaneous services. Sewer service is provided by the Rossmoor/Los Alamitos Sewer District.

GENERAL MANAGER POSITION

The RCSD is searching for a seasoned professional government manager to lead the District. The General Manager reports to a five-member Board of Directors elected by the residents of Rossmoor, California. The General Manager oversees the service delivery of the District through staff.

The General Manager acts as the chief administrative officer and Secretary to the Board of Directors. Duties include preparing the agendas and attachments, in consultation with the Board President for each Board meeting (generally held once per month), as well as preparing for all Board Committee meetings that are scheduled as needed. The General Manager makes presentations at Board and Committee meetings.

The General Manager has the responsibility of communicating with County of Orange agencies and departments regarding the delivery of services to the District. The General Manager also maintains communication with the District's legislative representatives.

The General Manager shall hire, train, conduct employee performance evaluations, and manage District staff.

The General Manager is responsible for answering all public inquiries, maintaining the District website, and developing the timely dissemination of information regarding community events to residents.

Candidates are expected to have proven leadership, verbal and written communication skills, be a problem solver and mediator, and demonstrate a passion for public service. The chosen candidate will possess a managerial understanding of municipal finance, capital improvement, and commitment to providing high standards of customer service to all members of the community. Under policy direction from the RCSD Board of Directors, the General Manager provides leadership, direction, review and coordination of all District functions and activities, manages the day-to-day operations of the District, and ensures compliance with all laws and regulations.

This is a non-PERS agency position which does not offer a retirement plan and thus, is not subject to the employment conditions of a PERS retiree. The position is an exempt (full-time) position of a minimum of 40 hours per week. Salary and benefits are negotiable commensurate with experience.

Information about the District is available at <https://www.rossmoor-csd.org/>. The District website includes the District policies including the responsibilities of the General Manager and the Board of Directors. [Policy+Handbook+2023.pdf \(rossmoor-csd.org\)](#)

QUALIFICATIONS

The successful candidate will have a minimum of five years of experience in a leadership position in a governmental agency, preferably in local government. Experience in reporting to an elected body is required. A degree in public administration, political science or another relevant major is required. A Master's Degree is desirable. The applicant must be able to effectively lead a small staff and have the ability to navigate duties and disciplines not specifically assigned to staff with a hands-on approach.

APPLICATION PROCESS

Individuals interested in the position shall submit a comprehensive resume of relevant experience that includes a minimum of three references, and cover letter to Joe Mendoza at jmendoza@rossmoor-csd.org. The deadline for submittal is by 5 p.m. on **November 15, 2024**. Successful candidates will be notified by the District about the next phase of the selection process.

If you require additional information or have questions, please contact Joe Mendoza at (562) 430-3707, extension 3.

SELECTION PROCESS

Resumes will be vetted by the current General Manager who will submit a list of qualified applicants for review by the RCSD Board of Directors. The Board will determine the final list of candidates and invite them for an interview. Each candidate may be asked to make a presentation to the Board in an open session meeting of the RCSD. The candidate selected by the Board will have an opportunity to negotiate an employment agreement defining the terms and conditions of employment.

THE ROSSMOOR COMMUNITY SERVICES DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER FOR ALL PROTECTED CLASSES.

*Rossmoor Community Services District
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