

The Application Process

Individuals interested in the position shall submit a comprehensive resume of relevant experience which includes a minimum of three references. The deadline for submittal by mail is by 5:00 p.m. on Thursday, August 30, 2018. Information about the District is available at our website at www.rossmoor-csd.org. The website includes both a District policy on the responsibilities of the Board of Directors and the General Manager. Telephone inquiries will not be accepted, although the General Manager may make inquiries for additional information. Successful candidates will be notified by the District about the next phase of the selection process. Salary and benefits are negotiable commensurate with experience.

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

Rossmoor Community Services District
3001 Blume Drive, Rossmoor, Ca 90720

Recipient Name
Address
City, ST ZIP Code

General Manager Recruitment

ROSSMOOR COMMUNITY
SERVICES DISTRICT





The Position

The Rossmoor Community Services District 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, CA. The General Manager oversees the service delivery of the District through an appointed staff. Rossmoor is an unincorporated community situated in west Orange County. Services for the community are provided by the District and Orange County. The District is responsible for parks, recreation, street trees, street lighting, street sweeping, facility rentals and other miscellaneous activities. The County is responsible for fire, law enforcement, hardscape (*streets, curbs, gutters and sidewalks*), flood control, planning, code enforcement and other miscellaneous services. Sewer service is provided by the Rossmoor/Los Alamitos Sewer District.

“Our pride is rooted in our urban forest”

-Rossmoor is proud of its trees and small town community values-

The Community

Rossmoor is a residential community comprised of approximately 3500 single family homes with small pockets of apartments and condominiums. A singular shopping center is also within the boundaries of Rossmoor. Homes within Rossmoor are high end and well maintained with most upgraded to today's standards. Rossmoor residents expect and receive a high level of service. The community is served by the Los Alamitos School District, which is continually looked upon as a highly desirable asset. Rossmoor 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.

Qualifications

The successful candidate will have a minimum of five-years in a leadership position in a governmental agency; preferably in local government. Experience in reporting to an elected body is highly desirable. 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 lead a small, but highly competent staff, and be able to be hands on with disciplines not specifically assigned to staff.

The Selection Process

Candidates for the position will be required to submit a comprehensive resume outlining their education, training and experience in leading a governmental agency. Deadline for submission of resumes is by close of business on August 30, 2018. Resumes will be vetted by the current General Manager who will submit a list of qualified applicants for review by the Board. 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 District. The candidate selected by the Board will have an opportunity to negotiate an employment agreement spelling out the terms and conditions of employment. The position is a non-PERS agency which does not offer a retirement plan and thus, 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.

Contact Us

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