

ITEM 10a

CAPISTRANO BAY COMMUNITY SERVICES DISTRICT DISTRICT MANAGER JOB DESCRIPTION

Position Title

District Manager

Position Summary

The District Manager serves in a full-time capacity as the chief administrative officer of the Capistrano Bay Community Services District and is responsible for the overall management, administration, financial operations, infrastructure oversight, regulatory compliance, security coordination, and community relations of the District. The District Manager operates within the policies established by the Board of Directors and in accordance with applicable California Government Codes and District ordinances, regulations, and policies.

District Overview

While the community of Capistrano Bay was subdivided and created in 1927, the Capistrano Bay Community Services District was not founded until 1959 as a Community Services District, pursuant to California Government Code Section 61600 and authorized by Resolution No. 59-1354 of the Orange County Board of Supervisors to provide municipal services to the property owners of the Capistrano Bay community.

District Services

- Management of revenue for operations
- Security services
- Street sweeping
- Trash collection
- Maintenance of landscaping and District-owned buildings and property
- Street lighting
- Infrastructure maintenance of roads, curbs, gutters, and drains
- Flood control and flooding cleanup

Essential Duties and Responsibilities

1. Oversees the accounting and administration of all District financial transactions.
2. Manages District operations within approved budgetary constraints.
3. Prepares and presents financial reports and operating budgets to the Board of Directors.

Old Business

4. Monitors building permits and administers Development Impact Fees.
5. Oversees and safeguards District assets and infrastructure.
6. Prepares agenda packets/board meeting materials pursuant to the Ralph M. Brown Act.
7. Maintains open communication with the Board of Directors and property owners.
8. Ensures enforcement/compliance with District ordinances, regulations, and policies.
9. Oversees infrastructure maintenance including roads, drains, lighting, and landscaping.
10. Coordinates contractor activity and monitors impacts on District assets.
11. Maintains oversight of Beach Road drainage systems.
12. Coordinates flood control and emergency cleanup operations.
13. Provides oversight of contracted security services.
14. Manages homeowner and renter relations.
15. Maintains relationships with local, county, state, and federal agencies.
16. Supervises District office staff, consultants, and contractors.

Position Qualifications

- Associate degree in accounting, business management, finance, public administration, or related field; bachelor's degree preferred.
- Minimum of five (5) years of progressively responsible management and accounting experience.
- Experience working with public agencies, infrastructure, or coastal development matters is desirable.
- Knowledge of governmental accounting, budgeting, public meetings law, and municipal operations.
- Strong leadership, organizational, interpersonal, and communication skills.
- Proficiency with accounting software, spreadsheets, and office technology.
- Ability to exercise sound judgment and maintain confidentiality.

Conditions of Employment

- The position is exempt and serves at the will of the Board of Directors.
- Compensation and benefits shall be established by the Board of Directors.
- Performance evaluations shall be conducted annually.
- The District Manager shall comply with all District ordinances, regulations, and policies.