

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Budget and Administration Committee
Tuesday, December 13, 2016
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Scott McNeil (SM), Vice Chair Director Greg Stanton (GS)
Alternate Director Margaret Mohr (MM),
Staff: General Manager Mary Cahill, Interim Finance Officer Amy Trier

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Cameras for the Community Center** – video will be provided at the meeting
- 2. Preliminary September - November 2016 Financials** – will be provided prior to or at the meeting
- 3. Staff Position Title and Salary Review**
- 4. Fiscal Year 2016/17 Goals and Implementation** – additional information will be provided prior to or the meeting
- 5. Items for January Committee Agenda**
- 6. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Budget and Administration Committee
Tuesday, November 8, 2016
5:30 p.m.
2502 Country Club Drive, Cameron Park

DRAFT Conformed Agenda

Members: Chair Director Scott McNeil (SM), Vice Chair Director Greg Stanton (GS)
Alternate Director Margaret Mohr (MM),
Staff: General Manager Mary Cahill, Interim Finance Officer Amy Trier

CALL TO ORDER – 5:30 p.m.

ROLL CALL – SM, GS

ADOPTION OF AGENDA - Adopted

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. El Dorado County Levying and Collecting Assessments for Fiscal Year 2016-17**
(Resolution No. 2016-06) – Discussion, John Bliss from SCl will be present (See Attachment A)
- 2. Cameras for the Community Center** – See Attachment B
- 3. Preliminary October 2016 Financials**
- 4. Mitigation Fee Report**
- 5. Accountability Act Report**
- 6. Fiscal Year 2016/17 Goals and Implementation** – See Attachment C

7. Items for December Committee Agenda

Cameras for the Community Center

8. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 6:38 p.m.

**Cameron Park Community Services District
Salary Scale 2014-16**

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|
| General Manager | \$78,704 | \$82,639 | \$86,771 | \$91,110 | \$95,666 |
| Parks Superintendent | \$52,025 | \$54,627 | \$57,358 | \$60,226 | \$63,237 |
| Parks Supervisor | \$45,698 | \$47,983 | \$50,382 | \$52,901 | \$55,546 |
| CC&R Enforcement Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 |
| Senior Accountant | \$41,360 | \$43,428 | \$45,599 | \$47,879 | \$50,273 |
| Recreation Supervisor | \$40,949 | \$42,997 | \$45,146 | \$47,404 | \$49,774 |
| Parks Maintenance Foreman | \$34,735 | \$36,472 | \$38,295 | \$40,210 | \$42,220 |
| Recreation Coordinator | \$32,231 | \$33,843 | \$35,535 | \$37,311 | \$39,177 |
| Maintenance Worker II | \$28,453 | \$29,875 | \$31,369 | \$32,937 | \$34,584 |
| Office Assistant (Front Desk) | \$22,961 | \$24,109 | \$25,314 | \$26,580 | \$27,909 |

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|
| General Manager | \$37.8386 | \$39.7305 | \$41.7170 | \$43.8029 | \$45.9930 |
| Parks Superintendent | \$25.0123 | \$26.2629 | \$27.5760 | \$28.9548 | \$30.4025 |
| Parks Supervisor | \$21.9703 | \$23.0688 | \$24.2222 | \$25.4333 | \$26.7050 |
| CC&R Enforcement Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 |
| Senior Accountant | \$19.8845 | \$20.8787 | \$21.9226 | \$23.0188 | \$24.1697 |
| Recreation Supervisor | \$19.6871 | \$20.6715 | \$21.7050 | \$22.7903 | \$23.9298 |
| Parks Maintenance Foreman | \$16.6994 | \$17.5344 | \$18.4111 | \$19.3317 | \$20.2983 |
| Recreation Coordinator | \$15.4957 | \$16.2705 | \$17.0840 | \$17.9382 | \$18.8351 |
| Maintenance Worker II | \$13.6792 | \$14.3631 | \$15.0813 | \$15.8353 | \$16.6271 |
| Office Assistant (Front Desk) | \$11.0387 | \$11.5907 | \$12.1702 | \$12.7787 | \$13.4176 |

| Current Loaded Rate: | (Includes all benefits and taxes for FT employees) | | | 50% |
|-------------------------------|---|-------------|---------------|------------|
| | Base | Load | Loaded | |
| General Manager | \$45.9930 | \$23.00 | \$68.99 | |
| Parks Superintendent | \$30.4025 | \$15.20 | \$45.60 | |
| Parks Supervisor | \$26.7050 | \$13.35 | \$40.06 | |
| CC&R Enforcement Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Senior Accountant | \$24.1697 | \$12.08 | \$36.25 | |
| Recreation Supervisor | \$23.9298 | \$11.96 | \$35.89 | |
| Parks Maintenance Foreman | \$20.2983 | \$10.15 | \$30.45 | |
| Recreation Coordinator | \$15.4957 | \$7.75 | \$23.24 | |
| Maintenance Worker II | \$16.6271 | \$8.31 | \$24.94 | |
| Office Assistant (Front Desk) | \$11.0387 | \$5.52 | \$16.56 | |

Cameron Park Community Services District

Salary Scale 2014-16

Revised March 1, 2016

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|
| General Manager | \$78,704 | \$82,639 | \$86,771 | \$91,110 | \$95,666 |
| Parks Superintendent | \$52,025 | \$54,627 | \$57,358 | \$60,226 | \$63,237 |
| Parks Supervisor | \$45,698 | \$47,983 | \$50,382 | \$52,901 | \$55,546 |
| CC&R Enforcement Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 |
| Finance/Human Resources Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 |
| Recreation Supervisor | \$40,949 | \$42,997 | \$45,146 | \$47,404 | \$49,774 |
| Parks Maintenance Foreman | \$34,735 | \$36,472 | \$38,295 | \$40,210 | \$42,220 |
| Recreation Coordinator | \$32,231 | \$33,843 | \$35,535 | \$37,311 | \$39,177 |
| Maintenance Worker II | \$28,453 | \$29,875 | \$31,369 | \$32,937 | \$34,584 |
| Office Assistant (Front Desk) | \$22,961 | \$24,109 | \$25,314 | \$26,580 | \$27,909 |

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|
| General Manager | \$37.8386 | \$39.7305 | \$41.7170 | \$43.8029 | \$45.9930 |
| Parks Superintendent | \$25.0123 | \$26.2629 | \$27.5760 | \$28.9548 | \$30.4025 |
| Parks Supervisor | \$21.9703 | \$23.0688 | \$24.2222 | \$25.4333 | \$26.7050 |
| CC&R Enforcement Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 |
| Finance/Human Resources Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 |
| Recreation Supervisor | \$19.6871 | \$20.6715 | \$21.7050 | \$22.7903 | \$23.9298 |
| Parks Maintenance Foreman | \$16.6994 | \$17.5344 | \$18.4111 | \$19.3317 | \$20.2983 |
| Recreation Coordinator | \$15.4957 | \$16.2705 | \$17.0840 | \$17.9382 | \$18.8351 |
| Maintenance Worker II | \$13.6792 | \$14.3631 | \$15.0813 | \$15.8353 | \$16.6271 |
| Office Assistant (Front Desk) | \$11.0387 | \$11.5907 | \$12.1702 | \$12.7787 | \$13.4176 |

| Current Loaded Rate: | (Includes all benefits and taxes for FT employees) | | | 50% |
|---------------------------------|---|-------------|---------------|------------|
| | Base | Load | Loaded | |
| General Manager | \$45.9930 | \$23.00 | \$68.99 | |
| Parks Superintendent | \$30.4025 | \$15.20 | \$45.60 | |
| Parks Supervisor | \$26.7050 | \$13.35 | \$40.06 | |
| CC&R Enforcement Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Finance/Human Resources Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Recreation Supervisor | \$23.9298 | \$11.96 | \$35.89 | |
| Parks Maintenance Foreman | \$20.2983 | \$10.15 | \$30.45 | |
| Recreation Coordinator | \$15.4957 | \$7.75 | \$23.24 | |
| Maintenance Worker II | \$16.6271 | \$8.31 | \$24.94 | |
| Office Assistant (Front Desk) | \$11.0387 | \$5.52 | \$16.56 | |

Cameron Park Community Services District

Salary Scale 2014-16

Revised May 1, 2016

| <u>\$ Per Year</u> | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | |
|---------------------------------|----------|----------|----------|----------|----------|-----------|
| General Manager | \$78,704 | \$82,639 | \$86,771 | \$91,110 | \$95,666 | \$ 98,535 |
| Parks Superintendent | \$52,025 | \$54,627 | \$57,358 | \$60,226 | \$63,237 | |
| CC&R Enforcement Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 | |
| Finance/Human Resources Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 | |
| Parks Supervisor | \$40,949 | \$42,997 | \$45,146 | \$47,404 | \$49,774 | |
| Recreation Supervisor | \$40,949 | \$42,997 | \$45,146 | \$47,404 | \$49,774 | |
| Recreation Coordinator | \$32,231 | \$33,843 | \$35,535 | \$37,311 | \$39,177 | |
| Maintenance Worker II | \$28,453 | \$29,875 | \$31,369 | \$32,937 | \$34,584 | |
| Maintenance Worker I | \$24,992 | \$26,242 | \$27,554 | \$28,932 | \$30,378 | |
| Office Assistant (Front Desk) | \$22,961 | \$24,109 | \$25,314 | \$26,580 | \$27,909 | |

| <u>\$ Per Hour</u> | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| General Manager | \$37.8386 | \$39.7305 | \$41.7170 | \$43.8029 | \$45.9930 | \$47.3728 |
| Parks Superintendent | \$25.0123 | \$26.2629 | \$27.5760 | \$28.9548 | \$30.4025 | |
| CC&R Enforcement Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 | |
| Finance/Human Resources Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 | |
| Parks Supervisor | \$19.6871 | \$20.6715 | \$21.7050 | \$22.7903 | \$23.9298 | |
| Recreation Supervisor | \$19.6871 | \$20.6715 | \$21.7050 | \$22.7903 | \$23.9298 | |
| Recreation Coordinator | \$15.4957 | \$16.2705 | \$17.0840 | \$17.9382 | \$18.8351 | |
| Maintenance Worker II | \$13.6792 | \$14.3631 | \$15.0813 | \$15.8353 | \$16.6271 | |
| Maintenance Worker I | \$12.0154 | \$12.6163 | \$13.2471 | \$13.9096 | \$14.6048 | |
| Office Assistant (Front Desk) | \$11.0387 | \$11.5907 | \$12.1702 | \$12.7787 | \$13.4176 | |

* General Manager's Current Salary is \$98,535

| Current Loaded Rate: | (Includes all benefits and taxes for FT employees) | | | 50% |
|---------------------------------|---|-------------|---------------|------------|
| | Base | Load | Loaded | |
| General Manager | \$47.3728 | \$23.69 | \$71.06 | |
| Parks Superintendent | \$30.4025 | \$15.20 | \$45.60 | |
| CC&R Enforcement Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Finance/Human Resources Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Parks Supervisor | \$23.9298 | \$11.96 | \$35.89 | |
| Recreation Supervisor | \$23.9298 | \$11.96 | \$35.89 | |
| Recreation Coordinator | \$15.4957 | \$7.75 | \$23.24 | |
| Maintenance Worker II | \$16.6271 | \$8.31 | \$24.94 | |
| Maintenance Worker I | \$12.0154 | \$6.01 | \$18.02 | |
| Office Assistant (Front Desk) | \$11.0387 | \$5.52 | \$16.56 | |

**Cameron Park Community Services District
Salary Scale 2014-16**

| <u>Annual Salary</u> | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|-----------|
| General Manager | \$78,704 | \$82,639 | \$86,771 | \$91,110 | \$95,666 | \$ 98,535 |
| Parks Superintendent | \$52,025 | \$54,627 | \$57,358 | \$60,226 | \$63,237 | |
| CC&R Enforcement Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 | |
| Finance/Human Resources Officer | \$43,911 | \$46,106 | \$48,412 | \$50,832 | \$53,374 | |
| Parks Supervisor | \$40,949 | \$42,997 | \$45,146 | \$47,404 | \$49,774 | |
| Recreation Supervisor | \$40,949 | \$42,997 | \$45,146 | \$47,404 | \$49,774 | |
| Recreation Coordinator | \$32,231 | \$33,843 | \$35,535 | \$37,311 | \$39,177 | |
| Marketing/Com. Outreach Specialist | \$32,231 | \$33,843 | \$35,535 | \$37,311 | \$39,177 | |
| Maintenance Worker II | \$28,453 | \$29,875 | \$31,369 | \$32,937 | \$34,584 | |
| Maintenance Worker I | \$24,992 | \$26,242 | \$27,554 | \$28,932 | \$30,378 | |
| Maintenance Worker I | \$24,992 | \$26,242 | \$27,554 | \$28,932 | \$30,378 | |
| Office Assistant (Front Desk) | \$22,961 | \$24,109 | \$25,314 | \$26,580 | \$27,909 | |

The boxes around the hourly salaries below indicate the amounts the current employees are earning.

| <u>Hourly Salary</u> | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|-----------|
| General Manager | \$37.8386 | \$39.7305 | \$41.7170 | \$43.8029 | \$45.9930 | \$47.3728 |
| Parks Superintendent | \$25.0123 | \$26.2629 | \$27.5760 | \$28.9548 | \$30.4025 | |
| CC&R Enforcement Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 | |
| Finance/Human Resources Officer | \$21.1109 | \$22.1664 | \$23.2748 | \$24.4385 | \$25.6604 | |
| Parks Supervisor | \$19.6871 | \$20.6715 | \$21.7050 | \$22.7903 | \$23.9298 | |
| Recreation Supervisor | \$19.6871 | \$20.6715 | \$21.7050 | \$22.7903 | \$23.9298 | |
| Recreation Coordinator | \$15.4957 | \$16.2705 | \$17.0840 | \$17.9382 | \$18.8351 | |
| Marketing/Com. Outreach Specialist | \$15.4957 | \$16.2705 | \$17.0840 | \$17.9382 | \$18.8351 | |
| Maintenance Worker II | \$13.6792 | \$14.3631 | \$15.0813 | \$15.8353 | \$16.6271 | |
| Maintenance Worker I | \$12.0154 | \$12.6163 | \$13.2471 | \$13.9096 | \$14.6048 | |
| Maintenance Worker I | \$12.0154 | \$12.6163 | \$13.2471 | \$13.9096 | \$14.6048 | |
| Office Assistant (Front Desk) | \$11.0387 | \$11.5907 | \$12.1702 | \$12.7787 | \$13.4176 | |

* General Manager's Current Salary is \$98,535

| Current Loaded Rate: | (Includes all benefits and taxes for FT employees) | | | 50% |
|------------------------------------|---|-------------|---------------|------------|
| | Base | Load | Loaded | |
| General Manager | \$47.3728 | \$23.69 | \$71.06 | |
| Parks Superintendent | \$30.4025 | \$15.20 | \$45.60 | |
| CC&R Enforcement Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Finance/Human Resources Officer | \$25.6604 | \$12.83 | \$38.49 | |
| Parks Supervisor | \$23.9298 | \$11.96 | \$35.89 | |
| Recreation Supervisor | \$23.9298 | \$11.96 | \$35.89 | |
| Recreation Coordinator | \$15.4957 | \$7.75 | \$23.24 | |
| Marketing/Com. Outreach Specialist | \$15.4957 | \$7.75 | \$23.24 | |
| Maintenance Worker II | \$16.6271 | \$8.31 | \$24.94 | |
| Maintenance Worker I | \$12.0154 | \$6.01 | \$18.02 | |
| Maintenance Worker I | \$12.0154 | \$6.01 | \$18.02 | |
| Office Assistant (Front Desk) | \$11.0387 | \$5.52 | \$16.56 | |

CAMERON PARK COMMUNITY SERVICES DISTRICT
Finance/Human Resources Officer

(Exempt/Confidential)
Administration Department
Salary: \$43,911 - \$53,374 Annually
\$3,659 - \$4,448 Monthly
\$21.11 - \$25.66 Hourly
Plus Benefits
Salary under Review

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 15,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping, solid waste disposal and recycling.

DEFINITION:

Under supervision of the General Manager, plans, manages and organizes and directs the Finance, Human Resources, Information Technology, Risk Management and other related functions as required. Provides information to the public or other staff that requires the use of mature judgment. Maintains a high degree of confidentiality.

DISTINGUISHING CHARACTERISTICS:

The **Finance/Human Resources Officer** is the senior level class responsible for all functions and operations related to Finance, Human Resources, Information Technology and Risk Management. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises and directs work performed by part time employees.

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies. The position requires a demonstrated ability to work successfully with staff, management, the Board as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

SUPERVISION EXERCISED/RECEIVED:

Receives general direction from the General Manager. Incumbents in this position routinely exercise supervision over part time employees.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reports directly to the General Manager and works with all departments. Manages the Finance, Human Resources and Information Technology operations of the District.
- Accepts responsibility for performing complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals, and taxes. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences.
- Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review, reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, procurement, payroll, accounts payable, fixed assets, vendor agreements, annual budget, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Manages the District's fixed asset record-keeping and coordinate the preparation of a fixed asset report.
- Maintains a monthly task list to ensure critical department administrative tasks are completed on time.
- Administers Human Resources, including salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.
- Manages and coordinates all functions and operations related to the District's Information Technology including software, hardware, internet, telecom and other related functions.
- Manage the District's insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends meetings as assigned; attends Board of Directors meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer. A Bachelor's degree is required and a Master's degree is preferred. Experience in a government agency, special district, or with fund accounting is highly desirable.

License/Certificate:

Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities. When driving on District business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Certificates in finance, human resources, information technology and public administration are highly desired.

Other Qualifications:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Must be able to pass a screening process to become bonded
- Drug Screening and DOJ Background check required.

Knowledge/Abilities/Skills:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of administering and directing a public department and related responsibilities including financial record keeping, report writing, and basic governmental accounting; principles and practices of budget development, budget administration and purchasing; cash handling techniques; basic principles of mathematics; principles and practices of records management and organizational effectiveness; applicable federal, state and local laws, codes and regulations; principles and practices of supervision, training, discipline, and performance evaluation methods and techniques of scheduling work assignments; principles and practices of records management and organizational effectiveness; standard office procedures, practices and equipment; modern office procedures, including word processing, spreadsheet, and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; ADA compliance, occupational hazards and standard safety practices.

Ability to:

Work independently and plan, direct, manage and coordinate the work of the Finance, Human Resources, Information Technology and Risk Management functions; prepare and administer a District-wide fund accounting budget; estimate time, materials and equipment needed to complete projects; keep accurate records; examine a wide variety of financial documents and reports; implement goals, objectives, and methods for measuring and evaluating achievement and performance levels; learn new complex software programs; perform mathematical calculations quickly and accurately; interpret, apply and make decisions in accordance with laws, procedures, rules, regulations, policies and guidelines; supervise, train, discipline and evaluate subordinates; read, interpret and record data accurately; analyze situations, project consequences of proposed actions and implement recommendations in support of goals; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe and enforce safety principles and work in a safe manner; work flexible hours, including evenings and weekends as business needs require; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including financial systems.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

ADDITIONAL INFORMATION:

Finance/Human Resources Officer - full time (salary \$43,911 to \$53,374 – plus benefits, salary under review). Plans, manages, organizes and directs the Finance, Human Resources, Information Technology, Risk Management and other related functions as required. Provides information to the public or other staff that requires the use of mature judgement. Maintains a high degree of confidentiality.

For a detailed job description, flyer and application please visit:

www.cameronpark.org/about-cpcsd/jobs-cameron-park/

Applications are available Monday-Friday, 8:00 am - 5:00 pm at Cameron Park CSD, 2502 Country Club Drive, Cameron Park CA 95682.

RESPONSIBLE FOR:

Reviewing, interpreting and coordinating District polices, a variety of financial reporting tasks and managing budgets, audits, record keeping, payroll, benefits programs, insurance programs and information technology operations.

FILING DATE:

Open until filled.

File by **Monday, December 12, 2016, 5:00 p.m.** to be considered for the first round of interviews.

SUBMIT:

All submittal packets will be screened for completeness and possession of minimum requirements. Only completed packet submittals will be considered, which must include:

- Cover letter; and
- Resume; and
- Completed CSD job application (online at www.cameronpark.org/about-cpcsd/jobs-cameron-park/).

Submit completed packets by:

FAX – (530) 677-2201

or

Email – admin@cameronpark.org

or

U.S. Mail or in person -

Cameron Park Community Services District

Attention: Mary Cahill, General Manager

2502 Country Club Drive

Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Mary Cahill, General Manager – (530) 677-2231

CAMERON PARK COMMUNITY SERVICES DISTRICT
PARKS Maintenance Worker I
PARKS DEPARTMENT

Salary: \$12.01 – \$14.60 Hourly

\$2,082.67 - \$2,531.50 Monthly

\$24,992 – \$30,378 Annually

Plus Benefits

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 18,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services; parks; recreation; covenants, conditions and restrictions (CC&R's); lighting and landscaping assessment district (LLAD); solid waste disposal and recycling.

DEFINITION:

This is the entry-level class in the maintenance worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties, being exposed to situations requiring and exercising fewer independent decisions, and working under closer supervision. Since this class is entry level, employees may have limited related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Parks Supervisor and/or Parks Maintenance Worker II.

EXAMPLE OF ESSENTIAL DUTIES: (include but are not limited to the following)

1. Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor.
2. Operates construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, auto scrubbers, floor burnishers, pool vacuums and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.
3. Transports equipment and material to work sites; loads and unloads equipment and materials.
4. Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.

5. Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.
6. Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.
7. Applies fertilizers, herbicides, insecticides in parks; may prepare spray program recommendations.
8. Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.
9. Maintains playground equipment and play areas.
10. Sets up rooms and facilities for various public events; performs tear-downs after events.
11. Maintains and cleans swimming pools and maintains proper chemical balance.
12. Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
13. Provides courteous customer service; responds to questions and inquiries from the general public regarding various concerns; resolves customer problems or complaints.
14. Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
15. Maintains assigned records, inventories and prepares necessary reports.
16. Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
17. Adjusts work schedule as required to assist with events and seasonal needs.
18. Performs related duties as required.

KNOWLEDGE OF:

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning, maintenance and reports such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in the building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

ABILITY TO:

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive

and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum high school diploma or equivalent.
- Some general maintenance experience is desirable.

LICENSES/CERTIFICATION REQUIRED:

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

Required:

- Possession of a valid California driver's license, good safe driving record and proof of insurability are required and must be maintained throughout employment
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment

District will provide opportunities to obtain licenses and permits for professional growth.

ENVIRONMENTAL & PHYSICAL CONDITIONS:

Most essential duties of this position are performed outdoors and in all weather conditions. Work may also be performed in an office setting. Work is performed in an environment of frequent interruptions requiring time management skills and the ability to adapt to changing environments.

- The nature of the work requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often with constant interruptions. Bend, stoop, walk, drive, move and frequent operation of equipment such as mowers, tractors, weed eaters and other comparable equipment for long periods of time.
- Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties.
- Requires both near and far vision when inspecting work and operating assigned equipment.
- The need to lift, carry and push tools, equipment and supplies weighing 100 pounds or more is also required.
- The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants.
- Ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull and grasp files and other items on a daily basis.
- Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Equal Opportunity Employer

Cameron Park Community Services District is an Equal Opportunity Employer.

Additional Information

Maintenance Worker I - full time (annual salary range \$24,992 - \$30,378 + benefits)

For a detailed job description, flyer and electronic application please go to:

<http://www.cameronpark.org/about-cpcsd/jobs-cameron-park/>

Paper documents are available Monday – Friday, 8:00 a.m. to 5:00 p.m.
at the Cameron Park Community Services District, 2502 Country Club Drive, Cameron Park, CA 95682

RESPONSIBLE FOR:

The maintenance and repair of Cameron Park Services District's grounds, parks, equipment and related facilities.

FILING DATE:

Open until filled.

Interviews will be conducted when sufficient applications have been received.

SUBMIT:

Cover letter, resume and completed District job application may be submitted by:

FAX – (530) 677-2201

Email – admin@cameronpark.org

U.S. Mail or in person -

Cameron Park Community Services District

Attention: General Manager

2502 Country Club Drive

Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Jason Hichborn, Interim Parks Superintendent

530-672-7355

**CAMERON PARK COMMUNITY SERVICES DISTRICT
PARKS Maintenance Worker II**

PARKS DEPARTMENT

Salary: \$13.68 – \$16.63 Hourly

\$2,371.08 - \$2,882.00 Monthly

\$28,453 – \$34,584 Annually

Plus Benefits

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 18,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping assessment district (LLAD), solid waste disposal and recycling.

DEFINITION:

This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the performance of the more complex construction, maintenance, and repair duties, operating the full range of equipment, greater independence with which the incumbent is expected to work, the increased exercise of judgment and initiative expected in the performance of duties, and providing training to less experienced Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level when experience and required licenses, certifications, and/or proficiencies are obtained, or when filled from the outside, require prior experience.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Parks Supervisor.

EXAMPLE OF ESSENTIAL DUTIES: (include but are not limited to the following)

1. Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor.
2. Operates construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.
3. Transports equipment and material to work sites; loads and unloads equipment and materials.

4. Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.
5. Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.
6. Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.
7. Applies fertilizers, herbicides, insecticides in parks; may supervise other District spray applicators; may prepare spray program recommendations.
8. Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.
9. Maintains, inspects, and repairs playground equipment and play areas.
10. Sets up rooms and facilities for various public events; performs tear-downs after events.
11. Maintains swimming pools; operates, cleans, and maintains pumps and filters; maintains proper chemical balance.
12. Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
13. Provides courteous customer service; responds to questions and inquiries from the general public regarding various projects; resolves customer problems or complaints.
14. Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
15. Maintains assigned records and prepares necessary reports.
16. Provides 24-hour emergency stand-by and weekend stand-by; responds to emergency and public calls as necessary including those after hours.
17. Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
18. Performs related duties as required.

KNOWLEDGE OF:

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning, maintenance and reports such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in the building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

ABILITY TO:

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Ensure safety around work areas in high traffic. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Maintain and repair a variety of tools and equipment. Read maps, blue prints, and diagrams. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma and equivalent. Associate of Arts Degree desirable.
- One year of experience in the construction, maintenance and repair of landscapes, grounds, parks, pools or a specialized trade that can be directly related to the duties and responsibilities prescribed for the class of Maintenance Worker II.

LICENSES/CERTIFICATION REQUIRED:

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

Required:

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator Certification (CPO)
- Food Handlers' Card
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment

Special Requirements:

- Possession of a valid California driver's license and good safe driving record and proof of insurability are required and must maintain throughout employment
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check

ENVIRONMENTAL & PHYSICAL CONDITIONS:

Most essential duties of this position are performed outdoors and in all weather conditions. Work may also be performed in an office setting. Work is performed in an environment of frequent interruptions requiring time management skills and the ability to adapt to changing environments.

- The nature of the work requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often with constant interruptions. Bend, stoop, walk, drive, move and frequent operation of equipment such as mowers, tractors, weed eaters and other comparable equipment for long periods of time.
- Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties.

- Requires both near and far vision when inspecting work and operating assigned equipment.
- The need to lift, carry and push tools, equipment and supplies weighing 100 pounds or more is also required.
- The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants.
- Periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull and grasp files and other items on a daily basis.
- Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Equal Opportunity Employer

Cameron Park Community Services District is an Equal Opportunity Employer.

Additional Information

Maintenance Worker II - full time (annual salary range \$28,453 - \$34,584 + benefits). Provides a variety of care-taking and security duties in and around parks, facilities and District-owned equipment using a full range of equipment and tools.

For a detailed job description, flyer and electronic application please go to:

www.cameronpark.org

Paper documents are available Monday – Friday, 8:00 a.m. to 5:00 p.m.

at the Cameron Park Community Services District, 2502 Country Club Drive, Cameron Park, CA 95682

RESPONSIBLE FOR:

The maintenance and repair of Cameron Park Services District's grounds, parks, equipment and related facilities.

FILING DATE:

Open until filled, current deadline –

Interviews will be conducted when sufficient applications have been received.

SUBMIT:

Cover letter, resume and completed District job application may be submitted by:

FAX – (530) 677-2201

Email – admin@cameronpark.org

U.S. Mail or in person -

Cameron Park Community Services District

Attention: General Manager

2502 Country Club Drive

Cameron Park, CA 95682

DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Mary Cahill, General Manager

530-677-2231

DRAFT

CAMERON PARK COMMUNITY SERVICES DISTRICT
Marketing/Community Outreach Specialist
Recreation Department



Salary: \$15.50 to \$18.84 - Hourly
\$2,686 to \$3,265 - Monthly
\$32,231 to \$39,177 - Annually
Plus Benefits

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COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 15,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping assessment district (LLAD), solid waste disposal and recycling.

DEFINITION:

Under general supervision, oversees a broad base of District program areas within the Recreation Department and coordinates the marketing, development and implementation of recreation activities and events. These duties include, but are not limited to marketing, organizing special events and developing sponsorships. The hours scheduled for this position may include evenings, weekends and weekday hours as required.

SUPERVISION EXERCISED/RECEIVED:

Under the general direction of the Recreation Supervisor or General Manager.

EXAMPLE OF ESSENTIAL DUTIES (including, but not limited to, the following):

- Promotes assigned recreation programs, activities or classes; develops and prepares programs, events and facility marketing and promotional material including news releases, flyers, and schedules of events, pamphlets and brochures. Events may include: It's a Wedding Affair, Cameron Park Concert Series, Easter Egg Hunt, Trucks & Tunes, Summer Spectacular, Community Campout, Pooch Plunge & Laps at the Lake, Country Fest, Community Yard Sale, Community Services Showcase, Halloween Carnival & Pumpkin Patch, Old Fashioned Christmas Craft Fair, Cameron Park's Run with Santa, etc.
- Uses social media and other forms of communication to distribute information.
- Keeps photos, videos and information on the website fresh by updating frequently.
- Assists with developing CSD marketing plan and meeting objectives.
- Improves marketability by researching, identifying and capitalizing on market opportunities.
- Provides information by collecting, analyzing and summarizing data and trends.
- Assists the Recreation Supervisor to create and develop recreation program components including event manuals, guidelines and procedures.
- Conducts research regarding assigned areas; drafts reports and other written material; and submits to supervisor for approval.

- Develops relationships with school, community-based organizations and advocacy groups in order to increase awareness and knowledge of opportunities.
- Recruits constituencies to help increase awareness of CSD opportunities to encourage the use of the CSD's classes, programs and parks.
- Develops and manages engagement efforts with partners to establish relationships that result in lasting and meaningful partnerships.
- Assists with facility rentals.
- Assists with staff training and supervising part-time recreation staff and/or volunteers.
- Recommends disciplinary actions to Recreation Supervisor as needed.
- Assists with preparing employee/volunteer schedules and reconciling time cards for events and activities.
- Attends meetings.
- Establishes and meets timelines, is proactive and shows strong organizational skills.
- Responds timely to inquiries about assigned projects and programs.
- Assists in the preparation of program budgets. Monitors expenditures, makes cost savings and operational recommendations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.
- Ensures excellent customer service.
- Performs other related duties as required.

QUALIFICATIONS:

Education and/or Experience:

Sufficient education, training and experience to successfully perform the duties of the Marketing/Community Outreach Specialist. A typical way of obtaining the required qualifications is:

- Minimum of an Associate's Degree or equivalent in Recreation, Leisure Studies, Marketing or a closely-related field from an accredited college or university (Bachelor's Degree is preferred)
- Two (2) years of full-time increasingly responsible experience in marketing and event coordination

OTHER REQUIREMENTS:

- Current First Aid and CPR certificates (or the ability to obtain)
- Possession of a valid California driver's license, good safe driving record and proof of insurability are required and must be maintained throughout employment
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check

KNOWLEDGE OF:

- Principles, philosophies and practices of recreation administration
- Events planning and implementation
- Methods and techniques of supervising volunteers, seasonal, part-time, and/or contractual staff
- Facilities, operations and techniques used in a comprehensive recreation program
- Basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to assigned events
- Rules, regulations and policies affecting and related to events
- Standard office procedures, practices and equipment
- Modern office equipment, including a computer and applicable software programs – social media, Word, Excel, Publisher, PowerPoint, Adobe, etc.
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling and grammar
- Occupational hazards and standard safety practices

ABILITY TO:

- Establish and meet timelines; plan, organize and coordinate activities responsive to the needs of the community
- Develop, coordinate and direct varied activities involved in a community recreation program
- Work flexible hours, including holidays, evenings, weekends
- Analyze programs and events and develop and recommend appropriate strategies
- Supervise the work of part-time and seasonal staff/volunteers
- Implement, explain and apply applicable laws, codes and regulations related to recreational event assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Provide leadership, marketing, creativity and organization skills
- Analyze complex issues and develop and implement an appropriate response when needed
- Follow written and oral direction
- Observe safety principles and work in a safe manner
- Enforce safety rules relating to assigned recreational events
- Communicate clearly and concisely, orally, in writing and use of social media
- Work with computer programs effectively
- Work congenially with partners from diverse backgrounds, including race, ethnicity, economic means and ability
- Establish and maintain effective working relationships

SKILL TO:

Operate standard office tools and equipment and operate an office computer and a variety of word processing and software applications.

PHYSICAL REQUIREMENTS:

Essential functions may require maintaining physical condition necessary for moderate lifting, bending stooping, and sitting for long periods of time at a workstation. May at times require physical exertion in connection with athletic activities or carry/lifting equipment or supplies weighing up to 25 pounds or more.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

ADDITIONAL INFORMATION:

Marketing/Community Outreach Specialist - full time (salary \$32,231 to \$39,177 – plus benefits). Overseas a broad base of District programs areas within the Recreation Department. Must be organized, able to work independently and meet deadlines.

For a detailed job description, flyer and application please visit:
www.cameronpark.org/jobs-cameron-park/

Applications are available Monday-Friday, 8:00 am - 5:00 pm at Cameron Park CSD, 2502 Country Club Drive, Cameron Park CA 95682.

RESPONSIBLE FOR:

Coordinating, implementing and marketing recreation activities and events. Also establishing community relationships and developing sponsorships.

FILING DATE:

Open until filled.

SUBMIT:

All submittal packets will be screened for completeness and possession of minimum requirements. Only completed packet submittals will be considered, which must include:

- Cover letter; and
- Resume; and
- Completed CSD job application (online at www.cameronpark.org/about-cpcsd/jobs-cameron-park/).

Submit completed packets by:

FAX – (530) 677-2201 or

Email – admin@cameronpark.org or

U.S. Mail or in person -

Cameron Park Community Services District

Attention: Mary Cahill, General Manager

2502 Country Club Drive

Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

(530) 677-2231

CAMERON PARK COMMUNITY SERVICES DISTRICT
Office Assistant/Receptionist
Administration Department



ANNUAL SALARY: \$22,961 - \$27,909 (benefits)

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COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 18,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping assessment district (LLAD), solid waste disposal and recycling.

DEFINITION:

Under the general direction of the General Manager, and direct supervision of the Recreation Supervisor, this position is primarily responsible for greeting the public, program registration for recreation classes and events, accepting Architectural Review applications and assisting with day-to-day office functions. Additional duties may be required as needed, for the Administration, Recreation, Finance, CC&R, Parks Maintenance, and Fire Departments.

DISTINGUISHING CHARACTERISTICS:

The **Office Assistant/Receptionist** is an entry-level position expected to perform a variety of office tasks to provide clerical support for the agency. Responsibilities also involve maintaining office records and files; providing information to customers, program participants, and citizens regarding programs, office services and facility use; answering telephones; preparing or processing forms related to agency activities; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.

SUPERVISION EXERCISED/RECEIVED:

Receives general direction from the General Manager and direct supervision from the Recreation Supervisor. Incumbents in this position do not routinely exercise supervision.

ESSENTIAL DUTIES; including, but not limited to, the following:

Provide office support services in order to ensure efficiency and effectiveness within the Cameron Park Community Services District.

- Greets and assists the public, on the telephone and in person, with local and county information.
- Provides tours and answers questions about the facility and other district-owned properties.
- Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages.
- Processes incoming and outgoing mail on a daily basis - date stamps and sorts, including mail delivered from the Fire Department. Routes to correct department.
- Monitors and maintains CSD class, program and event information in lobby, Social Room and bulletin boards including, but not limited to, guides, flyers and brochures. Makes copies if necessary.

OFFICE ASSISTANT/RECEPTIONIST

Page 2

- Prepares and posts CSD monthly newsletter.
- Monitors and maintains inventory control for office supplies including updated list of “frequently ordered” items.
- Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, social media posting and other administrative support.
- Assists the Recreation Supervisor in creating and developing recreation program components including activity guides, guidelines and procedures. Conducts research regarding assigned areas; drafts reports and other written material; and submits to supervisor for approval.
- Assists Department managers as needed including, preparing agendas and other required tasks.
- Receives tasks and follows through with person who assigns tasks.
- Maintains a professional and confidential work ethic.
- Keeps a clean and organized work area.
- Establishes and meets timelines, is proactive, and shows strong organizational skills.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.
- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Minimum Education and/or Experience:

A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Office Assistant. A minimum of an associate’s degree is required. Candidate must be able to pass a drug screening and Department of Justice (DOJ) background check.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver’s license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the Knowledge/Abilities/Skills necessary to perform essential duties of the position.)*

Knowledge of:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

Ability to:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

Equal Opportunity Employer

Cameron Park CSD is an Equal Opportunity Employer.

Additional Information

Office Assistant/Receptionist - full time (annual salary range \$22,961 - \$27,909 plus benefits).

For a detailed job description, flyer and application please go to:

http://www.cameronpark.org/csd_job_opportunities.html. Applications are available Mon-Fri 8:00 am - 5:00 pm at Cameron Park CSD, 2502 Country Club Drive, Cameron Park, CA 95682.

RESPONSIBLE FOR:

Greeting the public, program registration for recreation classes and events, accepting Architectural Review applications and assisting with day-to-day office functions.

FILING DATE:

Open until filled, first round deadline – **5:00 p.m., Monday, May 18.** Interviews will be conducted when sufficient applications have been received.

SUBMIT:

Cover letter, resume and completed CSD job application.

Applications are available online at http://www.cameronpark.org/csd_job_opportunities.html or at the CSD Office.

APPLICATION PACKETS MUST BE SUBMITTED IN PERSON OR BY MAIL ONLY – EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Cameron Park CSD
2502 Country Club Drive
Cameron Park, CA 95682

FOR INFORMATION CALL:

Mary Cahill, General Manager
530-677-2231

**CAMERON PARK COMMUNITY SERVICES DISTRICT
PARKS SUPERINTENDENT
Parks Department - Exempt/Confidential)**

Salary: \$25.01 - \$30.40 Hourly
\$4,335.42 - \$5,269.75 Monthly
\$52,025 - \$63,237 Annually
Plus Benefits

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

COMMUNITY DESCRIPTION:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 18,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&Rs), lighting and landscaping assessment district (LLAD), solid waste disposal and recycling.

DEFINITION:

Under the direction of the District General Manager, the Parks Superintendent serves as a department head of the Parks Department. Responsible to administer all work of the Parks Department; prepare and maintain Parks Department budget; direct functions and personnel; engage in the management of District parks and facilities; plan, organize, and manage capital improvement program, repair, and development projects; coordinate District safety and security programs; manage applicable grant applications and programs; and perform other job-related work as required. This is an Exempt position.

DISTINGUISHING CHARACTERISTICS:

The Parks Superintendent position is the senior level class responsible for all functions and operation related to parks and facilities. This position requires a high degree of independence and professional judgment, as well as considerable experience in personnel management and public relations. The Parks Superintendent will represent the Parks Department at a variety of meetings; may serve as acting General Manager in his/her absence; and perform related duties/responsibilities as required.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. This classification is distinguished from the next higher classification of the District General Manager who is responsible for the overall administrative management of the Cameron Park Community Services District. The Superintendent will perform complex administrative and technical tasks related to development and implementation of policy and procedures. Incumbents in this position routinely exercise direct supervision over the Parks Department staff.

EXAMPLE OF ESSENTIAL JOB DUTES: (include but are not limited to the following)

- This position has responsibility for the care and maintenance of all District parks, facilities, open spaces, and equipment; supervision and direction of Parks Department staff; and supervision of all contract labor and volunteer projects. This position may require flexible work hours.
- Communicates the District's mission and vision to employees and carries out responsibilities in accordance with the District's policies, mission and applicable laws.
- Recruits, hires, trains, schedules, motivates, develops, evaluates and supervises Parks Department staff. Works with staff to promote good performance, correct deficiencies and implement discipline procedures, if necessary.
- Assigns, prioritizes and monitors work assignments. Establishes goals and standards.
- Establishes and maintains contracts; meets with contractors and bidders; verifies irrigation programs and contractors' request for additional work; assists in development or revision of contract specifications and preparation of budgets gauged on area needs.
- Assists General Manager in the development and implementation of division and departmental policy; prepares reports, studies, and correspondence as required; prepares and monitors the annual department budget; prepares program publicity and information releases; researches and prepares grant applications; provides staff support as necessary.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends and facilitates meetings as assigned; attends Board of Directors' meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.
- Serves as Risk Manager for the Department including development of safety programs, providing safety training for Department personnel, and staff adherence to safe work practices.
- Manages capital improvement and facility development projects, including design and construction documentation, and contract management.
- Reports problems and/or issues to the General Manager.
- Prepares and maintains maintenance records related to supplies, equipment, parks, landscape areas and maintenance activities.
- Oversees the inspection of parks and facilities for safety and maintenance needs.
- Investigates and responds to citizen complaints and inquiries regarding the maintenance of parks and landscape areas.
- Responds to District emergencies. Assists and coordinates disaster relief.
- Establishes and maintains positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

KNOWLEDGE OF:

Principles and best practices of park planning, design, construction and development, federal, state, and county regulations and laws relating to construction, maintenance and safety of park and recreation facilities; Department budget development and management; personnel management, record keeping practices and procedures; budget preparation and administration techniques; natural resource management best practices; development and maintenance of community recreation facilities; park landscape design and maintenance, and park administration; practices, techniques and materials used in maintenance, construction, repair or operation of Cameron Park property use, equipment, supplies, pesticides and related tools; advanced horticulture techniques and methods; pruning techniques, fertilizing requirements and operations of central irrigation system; operating characteristics and safety requirements vehicles and other heavy and light equipment; traffic safety control rules and regulations; defensive driving techniques; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

ABILITY TO:

Work independently and plan, direct, manage and coordinate the work of subordinates; estimate time, materials and equipment needed to complete projects; keep accurate records; implement goals, objectives and methods for measuring and evaluating achievement and performance levels; interpret, apply and make decisions in accordance with laws, procedures, rules, regulations, policies and guidelines; supervise, train, discipline and evaluate subordinates; read, interpret and record data accurately; analyze situations, project consequences of proposed actions and implement recommendations in support of goals; organize, prioritize and follow-up on work assignments; work as part of a team; make sound decisions within established guidelines; analyze complex issues and develop and implement appropriate responses; follow written and oral directions; observe and enforce safety principles and work in a safe manner; work flexible hours, including evenings and weekends as business needs require; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; interact with members of the community and plan, organize, coordinate, direct, and evaluate the work of personnel and community volunteers engaged in the planning, development, construction, and improvement of parks and recreational areas; check plans, specifications, and standard construction practices for compliance with contract requirements.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited four-year college or university in Recreation Administration, Park Management, Public Administration or related field; five (5) years full-time experience in community, military, or collegiate parks management with a minimum of three years as a supervisor; or an equivalent combination of education and experience.

LICENSES/CERTIFICATION REQUIRED: (or ability to obtain)

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

- Registered Aquatic Facility's Operator (AFO) or Certified Pool/Spa Operator (CPO)
- Qualified applicator's certificate
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) Certificates

- Certified Playground Safety Inspector

Special Requirements:

- Possession of a valid Class C California Driver's License and good safe driving record with proof of Insurability are required and must maintain throughout employment
- Undergo medical examination, drug screening and Department of Justice background check
- Preference may be given to candidates who are Certified Parks and Recreation Professionals (CPRP)

ENVIRONMENTAL & PHYSICAL CONDITIONS:

Most essential duties of this position are performed in an office environment. Work may be performed outdoors in all weather conditions. Work is performed in an environment of frequent interruptions requiring maintenance of attention.

- Prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull and grasp files and other items on a daily basis.
- The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants.
- The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often with constant interruptions.
- The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required.
- Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Equal Opportunity Employer

Cameron Park Community Services District is an Equal Opportunity Employer.

Additional Information

Parks Superintendent - full time, exempt/confidential (salary range \$52,025 - \$63,237 + benefits). Serves as head of the Parks Department. Oversees all functions and operation related to parks and facilities. Must be organized, able to work independently and possess professional judgment.

**For a detailed job description, flyer and electronic application please go to:
www.cameronpark.org**

Paper documents are available Monday - Friday, 8:00 a.m. - 5:00 p.m.
at Cameron Park CSD, 2502 Country Club Drive, Cameron Park CA 95682

RESPONSIBLE FOR:

All work of the Parks Department including personnel, safety and security, budgets, contracts, capital improvement, repair and development projects and other duties as assigned.

FILING DATE:

Open until filled, current deadline – **5:00 p.m., Monday, May 30, 2016.**
Interviews will be scheduled when sufficient applications have been received.

SUBMIT:

Cover letter, resume and completed District job application may be submitted by:

FAX – (530) 677-2201

Email – admin@cameronpark.org

U.S. Mail or in person -

Cameron Park Community Services District
Attention: General Manager
2502 Country Club Drive
Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Mary Cahill, General Manager
530-677-2231

Cameron Park Community Services District

Implementation of Goals - Fiscal Year 2016/17

| Goal | Implementation | Source |
|---|--|--|
| <p>Increase revenue in Recreation Department programs and facility rentals by 5%. Increase sponsorships and use events to bring in revenue.</p> | <p>Apply for more grants, seek additional partnerships/sponsors and funding sources, build on current sponsorships and evaluate property improvement fee schedule.</p> | <ul style="list-style-type: none"> • Marketing and Program Plan (dated August 19, 2015) • Goals 2016/17 (dated May 24, 2016) |
| <p>Expand on community partnerships.</p> | <p>Strengthen Community Partnerships</p> <ul style="list-style-type: none"> • Government partnerships • Non-profit partnerships • Program partnerships • Youth sports partners • Seniors <p>Special Events</p> <ul style="list-style-type: none"> • Maintain event binders • Pre-plan next year events • Recruit vendors well in advance <p>Continue to provide the highest level of customer service to every individual, every day and to enforce all CC&Rs in a timely, consistent, reasonable and non-discriminatory manner.</p> | <ul style="list-style-type: none"> • Five Year Strategic Plan 2016-2021 (dated February 29, 2016) • Marketing and Program Plan (dated August 19, 2015) • Goals 2016/17 (dated May 24, 2016) |
| <p>Increase class/program attendance by 5% using various events to promote classes and facilities.</p> | <p>Explore new programs and events and identify trends, needs and desires. Make improvements to various parks. Complete analysis for park maintenance standards for parks and facilities and identify park improvements for return on investment. Continue monthly training sessions for maintenance staff in various work-related subjects. Work with GM to purchase discounted equipment 2017 CPRS Conference.</p> <ul style="list-style-type: none"> • Reseal tennis courts - \$45,000 • Gazebo Repairs and Improvements - \$15,000 • Resurface Christa McAuliffe parking lot - \$10,000 • Resurface Christa McAuliffe turf area - \$25,000 • Pool heater pump - \$6,000 | <ul style="list-style-type: none"> • Marketing and Program Plan (dated August 19, 2015) • Goals 2016/17 (dated May 24, 2016) • Capital Improvement Plan 2016/17 (dated August 17, 2016) |

| Goal | Implementation | Source |
|---|---|---|
| <p>Establish a reserve for on-time and /or contributions towards OPEB liabilities. Priority rank additional funding of its OPEB obligation, compared to other one-time needs.</p> | <p>Review District fund balances and assist the Board with reserve decisions.</p> | <ul style="list-style-type: none"> • Five Year Forecast and Assessment (dated April 4, 2016) • Goals 2016/17 (dated May 24, 2016) |
| <p>Continue to assess the costs of Fire Services.</p> <p>Maintain and improve Fire Prevention Program.</p> | <p>Continue provide professional fire service to the community while maintaining personnel safety. Implement plans and studies. Fund fire department reserves to cover unforeseen costs and look for outside funding sources. Continue firefighter development and maintaining facilities and equipment. Continue and improve ongoing community event support and fire presentation programs. Increase utilization of explorer and resident programs. Continue the assistance by hire of development equipment to CAL Fire through local agreement.</p> | <ul style="list-style-type: none"> • Five Year Forecast and Assessment (dated April 4, 2016) • Five Year Strategic Plan (dated February 17, 2016) • Goals 2016/17 (dated May 24, 2016) • Capital Improvement Plan 2016/16 (dated August 17, 2016) |