



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

Assistant General Manager



The Organization

Established in 1997, the Discovery Bay Community Services District provides and manages essential services such as water, sewer, landscaping, and recreation for its residents. Discovery Bay, part of Contra Costa County, officially became the Town of Discovery Bay and a California Community Services District in 1998.

The District operates with a dedicated full Business Administration-time staff of 22, a part-time projects manager, and additional seasonal staff for summer recreational programs. It also collaborates with professional consultants for wastewater management, engineering, and water quality planning. With an annual budget of approximately \$13 million, the District independently oversees the primary functions of water and wastewater services for the town. The Town oversees landscaping and recreation.

The District is governed by an elected five-member Board of Directors. This board also serves as an Advisory Committee to the Contra Costa County Board of Supervisors, advising on a variety of issues including general planning, public safety, community development, and more, except for matters classified as “Latent Powers.”

While the Town of Discovery Bay does not control land use or zoning, it actively advises the County on matters concerning police and fire services, and residential and commercial development to ensure that new projects complement existing properties.



The Community

Originally established in the early 1970s as primarily a weekend and summer retreat, Discovery Bay has transformed into a vibrant, year-round community home to over 15,000 residents who relish the small-town ambiance along more than 1,200 miles of Delta waterways. Situated just off Highway 4 on the Sacramento/San Joaquin Delta and linked to over a thousand miles of navigable waterways extending to the San Francisco Bay, Discovery Bay is now one of the most desirable places to live in Contra Costa County. It combines the charm of a small town with the conveniences of urban living, offering an easy commute to major employment hubs in the Bay Area, Pleasanton, and Livermore.



Discovery Bay is served by three public and one private elementary school (K-5), with a middle school in nearby Byron, while high school students attend Liberty High School in Brentwood. The community is a haven for water sport enthusiasts, offering fishing, waterskiing, wakeboarding, and more. Amenities include a full-service marine and yacht harbor with launching and storage facilities, five public parks, and a premier private golf course. Housing in Discovery Bay ranges from two new master-planned communities currently under development to gated and non-gated communities off-water, alongside distinctive waterfront homes.

The District's infrastructure includes a community center, one wastewater treatment plant with a shared river effluent discharge, two water treatment plants, six wells, fifteen lift stations, and an extensive water and sewer collection system. The town also features several parks, some of which are town-owned while others are county properties managed by town staff.

The Position

Reporting directly to the General Manager, the Assistant General Manager plays a crucial role in the management and administrative operations of the District. This position is key to coordinating and overseeing activities across all departments, assisting the General Manager in implementing the District's long-term goals in collaboration with the Board of Directors and department managers. The Assistant General Manager leads the effort to optimize resources and ensure high-quality services are delivered to the community.

Key responsibilities include:

- » Enhancing the quality of services provided by the District, monitoring, and evaluating the efficiency and effectiveness of service delivery.
- » Aiding in setting and achieving the administrative goals and operations of the District.
- » Making presentations to the Board of Directors and various committees, and participating in professional meetings.
- » Researching and reporting on specific community inquiries and concerns.
- » Preparing and presenting reports and updates on operations and special projects as directed by the General Manager.
- » Handling complex resident complaints and information requests.
- » Providing professional advice and staff support to the General Manager, Town Counsel, and other committees, and representing the General Manager at board meetings and public forums.

The Assistant General Manager also steps in to act as General Manager when needed.



The Ideal Candidate

The District is looking for a forward-thinking leader with an open approach to management and a knack for strategic planning. They are seeking an Assistant General Manager who is experienced, communicates effectively, and has sound professional judgment. This role requires someone who is independent, caring, dynamic, and flexible, with a leadership style that encourages teamwork and motivates staff.

The new Assistant General Manager will build a vision that unites and motivates employees, leading efforts to make the organization more efficient, effective, and sustainable. The ideal candidate will have experience in grant writing, human resources, and managing parks and recreation programs, along with handling complex projects and studies. They should also be skilled in writing policies, researching grants, managing communication programs like social media and YouTube training videos, and organizing community events. This is an active management role.

The District needs someone who can communicate clearly and effectively, able to present information well to staff, the board, and the public. They should quickly respond to the concerns and needs of everyone involved, from coworkers to the community. Building strong working relationships with team members, clients, board members, and community leaders is essential.

Candidates should have a broad understanding of how a Community Services District operates, including the fundamentals of public and local government management. They should also be aware of the latest social, political, and economic trends that affect Special District governments and understand government operations and legislative processes.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, finance, or a related field and seven (7) years of increasingly responsible professional experience in public agency administration of which five (5) years should be in a management capacity.



Compensation and Benefits

The annual salary range for this position is **\$122,000-\$152,000**; placement within this range is dependent upon qualifications and experience of the selected candidate.

Discovery Bay Community Services District is not a PERS Agency and is not subject to PERS rules.

The District offers a benefits package including, but not limited to healthcare, life insurance, and a deferred compensation program.

Application Process

This position is open until filled. To be considered for this exceptional career opportunity, submit your application that includes résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early phases of the process) by the first review date of **March 14, 2025**.

Résumé should reflect years and months of employment, beginning/ending dates, as well as the size of budgets and organizations you have served.

Please go to our website to submit your application:

<https://www.cpshr.us/recruitment/2442>

For further information contact:

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