

Please silence electronic devices while the meeting is in progress.

**GOLDEN HILLS COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**AGENDA**

**FOR THE SPECIAL MEETING**

**JUNE 4, 2026**

**4:00 PM**

**21415 REEVES STREET**

This meeting is being held in accordance with the Brown Act. Individuals may address the Board on any matter listed on this Agenda. Members of the audience desiring to address the Board must approach the podium and request recognition from the Board President. Presentation by the audience is limited to three minutes per Agenda item.

Any person with a qualifying disability under the Americans with Disabilities Act of 1990 may request that the District (1) make agendas available in appropriate alternative formats, and (2) provide a disability-related modification or accommodation, including auxiliary aids or services, to participate in any public meeting of the Board of Directors. A request for modification or accommodation shall be made in person, or by telephone, facsimile or written correspondence to the General Manager at the District's office at least ten days before the public meeting for which the modification or accommodation is requested. The District will attempt to accommodate people who make requests less than seven days before the public meeting.

Staff reports and other disclosable public records related to Open Session agenda items will be made available when complete if not otherwise accompanied with this agenda at the Golden Hills Community Services District office located at 21415 Reeves Street, Tehachapi, CA during business hours, Monday through Thursday, 7:00 a.m. to 5:30 p.m.

**MISSION STATEMENT**

To be interactive and responsive to the Golden Hills community and provide those services within our authority.

**CLOSED SESSION – 4:00 P.M.**

**1. ROLL CALL:**

Directors present:

Directors absent:

Others present:

**2. FLAG SALUTE:**

Board and audience to recite the Pledge of Allegiance to the American Flag.

**3. CLOSED SESSION INPUT:**

This portion of the meeting is set aside for members of the public to address any matter on the closed session portion of the agenda. Individuals desiring to address the Board must state their name before giving their presentation.

**4. ADJOURN TO CLOSED SESSION:**

Chair to reference Closed Session item(s) as presented on Agenda and then Board to adjourn to Closed Session.

Motion Director \_\_\_\_\_, seconded Director \_\_\_\_\_

**A. PUBLIC EMPLOYEES**

Government Code §54957

Appointment of Interim General Manager

**5. REPORTING ON CLOSED SESSION:**

Report any action(s) taken during Closed Session.

**6. PUBLIC COMMENTS:**

This portion of the meeting is set aside for members of the public to address any matter not on this agenda, and over which the Board has jurisdiction. Individuals desiring to address the Board must state their name before giving their presentation.

**The Brown Act prohibits the Board from discussing items raised during the Public Comments section that have not been placed on the Agenda.** Board members may, however, respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information, or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda.

**7 GOLDEN HILLS COMMUNITY SERVICES DISTRICT (GHCS D) GENERAL MANAGER JOB DESCRIPTION AND JOB POSTING REVISIONS:**

Board to consider for adoption revised General Manger Job Description and Job Posting for use in the General Manager recruitment process. (Requested by General Manager Recruitment Ad Hoc.)

**STAFF RECOMMENDATION:** Approve revised General Manager Job Description and Job Posting.

Motion Director \_\_\_\_\_, seconded Director \_\_\_\_\_

**8. ADJOURN MEETING:**

Motion Director \_\_\_\_\_, seconded Director \_\_\_\_\_

## **JOB DESCRIPTION**

### **General Manager**

**SALARY RANGE: 63.0 – 75.0**

**Definition:**

Under policy direction of the Board of Directors, the General Manager serves as chief executive officer of the District; plans, organizes, directs and oversees all the activities and operations of the District, including water operations, lands, engineering, maintenance, and other services as provided by the District; coordinate assigned activities with staff, outside agencies, contractors and vendors; provide highly responsible and complex administrative support to the Board of Directors; administers policies of the Board of Directors. The General Manager is an at-will employee.

**Duties and Responsibilities:**

- a. Assume full management responsibility for all District services and activities; manage daily operations and direct activities of all District employees.
- b. Exercises direct supervision over staff, provides oversight and management control over outside contractors and vendors.
- c. Manage and oversee District human resources programs including employment, classification and compensation, employer-employee relations, benefits, safety, performance evaluation, recognition, and discipline.
- d. Manage and oversee communication and marketing programs and services.
- e. Recommends, creates and maintains policies for all aspects of District operations.
- f. Manage the implementation of District goals, objectives, policies and priorities for each assigned service area, within general policy as set by the Board of Directors.
- g. Oversee and participate in the development and administration of the District budget; forecast the funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- h. Recommend contracts, leases, and other service contracts to the Board of Directors for approval.
- i. Represent the Board of Directors policies and programs with employees, community representatives, and other governmental agencies.
- j. Supervise preparation of the agenda of the Board of Directors and staff reports to the Board.
- k. Analyze financial and other operating reports.
- l. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**Environmental Demands:**

Outside: Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100 degrees Fahrenheit.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

Noise/Vibration: Business/office machines.

**Knowledge, Skill, and Abilities:**

Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.

Principles and practices of management, organization, personnel administration, training, performance evaluation, and staff development.

Principles and practices of special district accounting, budgeting, and financial record keeping.

Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to District requirements.

Communicate effectively both orally and in writing.

Experience with grant writing and administration is desirable.

**Qualifications:**

Education and experience which demonstrates the knowledge and ability to perform the duties of the position. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Education**

A bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, engineering or related field.

**AND**

**Experience**

Extensive work experience in a public sector or special district management/administrative position (preferably in a water distribution/treatment environment), with responsibility for the formulation and implementation of programs and fiscal systems, with at least five (5) years in a management or supervisory role. Experience working with elected officials is desirable

**OR**

Any combination of education and experience meeting the minimum qualifications.

**Licenses/Certification:**

A valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards; failure to maintain these standards may result in loss of employment.

Licensure as a Certified Public Accountant desired.



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## GENERAL MANAGER

Golden Hills Community Services District  
Tehachapi, California

Salary: \$134,373– \$180,698 Annually DOQ  
Plus Competitive Benefits Package

### ABOUT THE DISTRICT

The Golden Hills Community Services District (GHCS D) is an established California special district located in the greater Tehachapi area of Kern County. Since formed in 1966, the District provides potable groundwater service to more than 3,000 service connections serving a population of approximately 10,000 residents within one of the Tehachapi area's original planned communities.

Governed by a five-member elected Board of Directors and supported by a dedicated team of 11 employees, the District is responsible for water system operations, groundwater resource management, infrastructure maintenance, capital improvement planning, regulatory compliance, limited parks and recreation activities and community engagement.

The District operates within an adjudicated groundwater basin, making knowledge of groundwater management, water rights, regulatory coordination, and long-term water sustainability highly desirable.

### THE POSITION

The General Manager serves as the chief executive officer of the District and reports directly to the Board of Directors. This is an at-will executive management position responsible for the administration and oversight of all District operations, personnel, finances, and strategic initiatives.

Primary responsibilities include:

- Oversight of all District operations, infrastructure, maintenance, and capital improvement programs
- Budget preparation, financial management, and long-range fiscal planning  
Human resources administration, employee leadership, and organizational development
- Preparation of Board agendas, staff reports, and policy recommendations
- Coordination with regulatory agencies, legal counsel, engineers, contractors, and outside stakeholders
- Community relations and public engagement

- Grant identification, application, and administration
- Regulatory compliance associated with California public water systems and groundwater management

## THE IDEAL CANDIDATE

The Board is seeking a collaborative, professional, and solutions-oriented leader capable of operating effectively within a small-agency environment while balancing operational realities, fiscal stewardship, regulatory requirements, and public expectations.

The ideal candidate will possess:

- Demonstrated leadership experience in a public agency, water district, special district, municipality, or related utility environment
- Strong financial management and budgeting experience
- Excellent written and verbal communication skills
- Experience working directly with elected Boards or governing bodies
- Knowledge of California water operations, groundwater management, and regulatory compliance
- Experience with capital improvement planning, infrastructure projects, and grant administration
- The ability to build productive relationships with staff, residents, contractors, consultants, and partner agencies

## MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, engineering, environmental sciences, or a related field (or equivalent combination of education and experience)
- Five (5) years of progressively responsible management or supervisory experience in a public agency, utility, special district, or related operational environment
- Valid California Class C Driver's License
- Community services management strongly preferred

## COMPENSATION & BENEFITS

The anticipated salary range for this position is \$134,373– \$180,698 annually, dependent upon qualifications and experience.

The District offers a competitive benefits package including:

- CalPERS retirement
- Health, dental, and vision insurance
- Paid vacation, sick leave, and holidays
- Professional development opportunities

## APPLICATION PROCESS

Interested candidates should submit:

- Cover Letter
- Resume
- Professional References

Applications will be reviewed by the General Manager Recruitment Ad Hoc Committee of the Board of Directors.

Please submit application materials electronically to:

Director Joe King — [king@ghcsd.com](mailto:king@ghcsd.com)

Director David Benham — [benham@ghcsd.com](mailto:benham@ghcsd.com)

Position will remain open for thirty (30) days following publication.

The Golden Hills Community Services District is an Equal Opportunity Employer.

