



Staff REPORT

Meeting Date: 04/9/19

Assistant General Manager

Summary:

The District is currently preparing for opening the job application for the District's second full time employee, the Assistant General Manager. In this report, the staff presents a number of recommendations regarding this position's duties, salary, and benefits. In the hiring of the General Manager position, the Board developed the following principles that are recommended to be sustained for the hiring of this position

- The District should strive to hire and retain cost-effective, high quality management
- The District should leave room for future organizational growth
- The District should position itself as a leader in developing the next generation of public administrators

Background:

On December 11, 2018 the Board of Directors hired the first District employee, the General Manager. As the needs of the District have grown, staff and the board identified a need to hire a second full time employee on March 26, 2019. In August, the District adopted a FY 2018-19 budget that allocated \$150,000 for Employee salaries and benefits.

Job Description:

Staff has prepared a job description that summarizes the duties and expectations of the position, communicates the District's vision and values, and include relevant dates and deadlines.

RECOMMENDATION: Adopt the recommended job description and declare the recruitment period for the position of Assistant General Manager open on May 1st 2019.

Salary:

The proposed salary is consistent with mid-level management positions within public and nonprofit agencies in Santa Barbara County.

RECOMMENDATION: Set the salary range for the Assistant General Manager at \$60,000-\$65,000, depending on experience.

Deferred Compensation (Retirement):

The Board is currently considering several options to provide retirement benefits to its only employee, the General Manager.

RECOMMENDATION: Direct staff to set a retirement benefit plan for the Assistant General Manager consistent with the Board’s action for a retirement for the General Manager.

Benefits:

Staff recommends initially providing health benefits to the Assistant General Manager in the form of a Qualified Small Employer Health Reimbursement Account (QSEHRA) as is currently provided to the General Manager. Staff recommends exploring the cost of providing health benefits through an existing insurance provider, such as GSRMA or SDRMA, now that the District will have 2 full time equivalents (FTE).

RECOMMENDATION 1: Direct staff to set a QSEHRA plan as the health insurance benefits for the Assistant General Manager position, at the maximum rate of \$5,050 per year.

RECOMMENDATION 2: Direct staff to research alternative health insurance benefits options for District employees to be presented to the Board at the April 23rd Board of Directors meeting.

Workers’ Compensation:

Staff recommends contracting with Golden State Risk Management Agency for a workers’ compensation policy in order to provide bodily injury coverage for employees if they are injured on the job. GSRMA participates in the CSAC-EIA Excess Workers’ Compensation (EWC) Program. The District currently contracts with GSRMA for general liability coverage and worker’s compensation for the General Manager.

RECOMMENDATION: Direct staff to execute a contract with GSRMA including both the General Manager and Assistant General Manager.

Recruitment:

Below is a draft timeline for the staff work during this next phase:

Important Dates:

Recruitment Opens:	May 1, 2019
Deadline for Applications:	June 3, 2019
Invitations to Interview:	June 7, 2019

Interviews Conducted: June 17 - 21, 2019
Target Hire Date: July 1, 2019

During the recruitment period, staff will construct a webpage with information including the job description, related information, and application. The job opening will be published on recruiting websites including but not limited to: CSDA Career Center, LinkedIn, governmentjobs.com, Google Jobs, California City News, Facebook Jobs, Leading From Within, and Leadership Santa Barbara County. In addition, the District will send a press release to relevant news outlets, and circulate the open position in our local networks.

Fiscal Impact:

Staff projects a maximum ongoing fiscal impact of \$78,625.00 to be drawn from the Employee Salary and Benefits accounts:

Account Item	Amount
6100 Regular Salaries	\$65,000.00
6400 Retirement Contribution	\$2,000.00
6500 FICA Contribution	\$4,030.00
6550 FICA/Medicare	\$950.00
6600 Health Insurance Contrib	\$5,050.00
6700 Unemployment Ins Contribution	\$500.00
6900 Workers Compensation	\$1,095.00
Total Fiscal Impact	\$78,625.00



ASSISTANT GENERAL MANAGER

Location:

Isla Vista Community Services District
970 Embarcadero del Mar Suite 101
Isla Vista, CA 93117
Islavistacsd.ca.gov

Salary:

\$60,000-\$65,000 DOE
Benefited, At-will position

Benefits:

Current
QSEHRA Plan - \$429/month to reimburse for health insurance & medical costs
Retirement Plan - 3% Employer match to a Simple IRA

Comprehensive health, dental, and vision insurance to be offered upon hiring

Job Description:

The Assistant General Manager (GM) reports directly to the General Manager and serves as one of two management employees for the District responsible for all administration, service delivery, and public communication. The AGM works closely with the GM to execute the direction and policies of the Board of Directors, while also working with community partners to ensure visibility of the District.

Duties:

- Assist the General Manager in administering District finances and serve as an internal control for finances and other District documents
- Administer the District's Rental Housing Mediation Program by communicating with clients, scheduling mediations, and promoting the service in the community
- Assist in administering District outreach and communications: press releases, website, email list, canvassing, social media

- Attend Board meetings, perform clerk duties, and assist the General Manager in following up Board direction/requests
- Ensure more consistent open office hours for the District office and assist in the organization of the office and District records
- Assist the General Manager in the development, evaluation, and improvement of District services
- Assist in the research and writing of grants to fund District services
- Performs additional duties as required.

The Ideal Candidate:

The ideal candidate will possess a professional history that demonstrates the following attributes and qualities:

Knowledge

- Willingness to understand and take part Isla Vista’s unique community culture.
- Some knowledge of local government in California is preferred but not required.

Talents

- Ability to work with a wide array of partners including other government agencies, students, nonprofits, and community groups.
- Create well organized internal systems to provide for smooth and transparent operations.

Skills

- Strong writing skills for both external communication (ex press releases), reports to the Board, and grants.
- Ability to speak Spanish is preferred but not required.
- Ability to communicate to clients with sensitive cases and be organized to follow up regularly to schedule appointments.
- Experience with marketing and ad targeting on current social media platforms.
- Speaks professionally and clearly in public (ex Board of Directors meetings and other community events).

Behaviors

- Keeps internal matters confidential.
- Friendly and approachable to all District office visitors.

Minimum Qualifications:

Holds a bachelor's degree from an accredited College/University.

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About the Isla Vista Community Services District

Isla Vista, CA is a close-knit beachside town along the South Central Coast in Santa Barbara County. It is known for its youthful atmosphere and the adventurous spirit of its residents. The Isla Vista Community Services District (IVCSD) was formed in early 2017 (Pursuant to Government Code § 61250) after years of struggles for local governance and decision making by the residents of this unincorporated community. The District currently manages community facilities and programs, contracts for certain policing services, operates a tenant/landlord mediation program, and more, while continuing to build the administrative structure of our newly formed District. The adopted 2018-2019 budget includes a total operating budget of \$1.3 million for public safety, community programming, public works, housing mediation services, and more. The District's vision is to be a voice for Isla Vista, by Isla Vista, building the community we deserve.

Pursuant to Government Code § 61250, the Isla Vista Community Services District is authorized to:

- Create a tenant mediation program.
- Finance the operations of area planning commissions
- Exercise the powers of a parking district
- Contract with the County of Santa Barbara or the Regents of the University of California, or both, for additional police protection services
- Acquire, construct, improve, maintain, and operate community facilities, including, but not limited to, community centers, libraries, theaters, museums, cultural facilities, and child care facilities.
- Acquire, construct, improve, and maintain sidewalks, lighting, gutters, and trees to supplement the level of service already provided by either the County of Santa Barbara or County Service Area 31.
- Abate graffiti.
- Finance the operations of municipal advisory councils
- Contract with the County of Santa Barbara, the Santa Barbara County Department of Planning and Development's Code Enforcement Program, or both, to provide Code Enforcement services to supplement the level of service provided by either the County of Santa Barbara or the Santa Barbara County Department of Planning and Development's Code Enforcement Program, or both