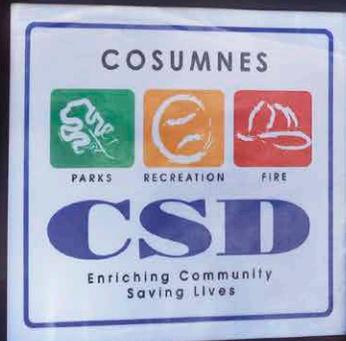


Peckham & McKenney  
"All about fit"



**COSUMNES**  
COMMUNITY SERVICES DISTRICT  
Administration Offices

**Chief Administrative Officer**  
COSUMNES COMMUNITY SERVICES DISTRICT  
*Fire, Emergency Medical, and Park and Recreation Services*  
ELK GROVE, CALIFORNIA

**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

## THE COMMUNITY

Located in California's Central Valley about 15 miles south of Sacramento, the Cosumnes Community Services District (CSD) is an exciting, specialized autonomous special district that provides parks, recreation, fire protection, and emergency medical services to an estimated 220,000 persons. The CSD's 157 square-mile service area includes the cities of Elk Grove and Galt, and the unincorporated area of south Sacramento County.

Just south of Sacramento along State Route 99, Elk Grove is nestled between wine country and the iconic waterways of the Sacramento-San Joaquin River Delta (a.k.a. California Delta). Incorporated in 2000, this progressive city retains its small-town feel, even with a population of 171,059.

Elk Grove is known for its diversity, a variety of outstanding restaurants, a historic downtown, a 127-acre regional park, and the District's 98 neighborhood and community parks, which offer year-round recreation opportunities.

Galt is a thriving community of 26,000 located approximately 13 miles south of Elk Grove. Incorporated in 1946, it too is known for its small-town charm, premier parks and recreation programs, affordable housing, and low crime rate. The city hosts several annual events including the Galt Festival (summer) and Bird Festival (winter). Galt is adjacent to the Cosumnes River Preserve, which provides numerous recreational opportunities. The Sierra Foothills and the Sacramento River Delta are only thirty minutes away.

The Elk Grove Unified School District, Galt Joint Union Elementary School District, and Galt Joint Union High School District serve the CSD jurisdiction. Together the Districts have 46 elementary schools, nine middle schools, ten high schools and five alternative high schools. Cosumnes River College is just north of the jurisdiction's boundaries. California State University, Sacramento and the University of California, Davis are both within commuting distance.

Nearby Sacramento, the state capital, offers all the big city amenities, including arts, culture, cuisine, shopping, and the Sacramento International Airport. Sacramento is served by I-80 and US 50 (both east-west), and I-5 and CA SR 99 (both north-south). Reno, Lake Tahoe, San Francisco, and the California coast are all within a two-hour drive from the CSD service area.

For more information about Elk Grove, please visit [www.elkgrovecity.org](http://www.elkgrovecity.org). For information about Galt, please visit: <http://www.ci.galt.ca.us>.

## THE ORGANIZATION

The Cosumnes Community Services District has a rich history dating back 126 years. In 1985, the Elk Grove CSD was formed through a merger of the Elk Grove Recreation and Park District (established in 1936) and the Elk Grove Fire Protection District (established in 1893). The Cosumnes CSD was created through a merger of Elk Grove CSD and the Galt Fire Protection District (established in 1921) in 2006.

A five-member board of directors governs and sets policy for the district. Directors are elected on a non-partisan basis, serving four-year staggered terms without limit. Every January, the board selects from its directors a president and vice-president. The board employs a general manager to oversee day-to-day operations.

The general manager, fire chief, and chief administrative officer form the senior executive team. The district employs 301 full-time and over 500 part-time staff, and has a 2018/19 FY budget of \$118 million.

As the population within its service area grows, the CSD grows with it. The district is poised to take its next steps toward modernization, sophistication, and further professionalization.

For more information about Cosumnes CSD, please visit <https://www.yourcsd.com>.



## THE POSITION

The new chief administrative officer (CAO) position was authorized by the CSD Board of Directors on May 1, 2019. The CAO is an at-will contract position reporting to the general manager. A member of the senior executive team, the CAO is responsible for District Administrative Services (finance, human resources, information systems, and facilities) supporting both the Fire Department and Parks and Recreation Department.

The CAO advises the general manager in setting and carrying out the district's vision, mission, and objectives, including strategic planning, financial management, and the development and administration of policies. She or he will prepare short- and long-term plans and finance strategies, with a focus on continual improvement.

A bachelor's degree in finance, public or business administration, or a closely related field and 10 years of work experience in one or more areas of administration (human resources, finance, or information systems), including seven years in a management or supervisory capacity are required. Experience with a local government agency such as a special district or municipality is desirable. A master's degree and/or certification as a CPA or California Municipal Treasurer is highly desirable. Any equivalent combination of training and experience may be considered at the sole discretion of the CSD.

## THE IDEAL CANDIDATE

The chief administrative officer (CAO) will be a strong, self-directed, solution-oriented leader with impeccable integrity and the highest ethical standards, a person of character. She or he has experience building high-performing teams committed to diversity, equity, and inclusion. They value a diverse workforce and promote equity and inclusion in operational practices. The general manager is looking for an impact player, a force multiplier.

The next CAO is able to hit the ground running, and technically competent in all respects with significant experience in the following: accounting, local government budgets (philosophy, forecasts, preparation, all process steps, drafting, management, and presentation), capital project finance, controls, general and restricted funds and their management, procurement, cooperative purchasing, investment of public funds, all relevant state laws, payroll, union contracts, retirement and benefits costs, and sources of revenue of every kind and type, including all relevant taxes, grants, and fees. Most important, the successful candidate is visionary, able to take these individual aspects of the finance function and expertly coordinate them to develop the CSD's short- and long-term finance strategies, consistently delivering timely, accurate information to District Board and the General Manager.

The next CAO has the professional courage, tact, and political sophistication to deliver complex messages to the district board concerning needs, priorities, and finance and budget limitations, including the inevitability of operating in difficult financial climates. The successful candidate has expert-level oral and written communications skills.

The ideal candidate is visionary, forward-thinking, and proactive, constantly moving the CSD forward. The CAO anticipates the needs of the organization, pays attention to detail, and works with a sense of urgency. She or he stresses accountability, collaboration, and teamwork.

The general manager is looking for a person who will help take the organization to the next level, with the experience, strength, and courage to build creative, efficient, and high-functioning administrative services that will be a true strategic business partner to the rest of the organization. The next CAO has high self-imposed standards and sets the goal of "error free work" for themselves and the work produced under their leadership.

The ideal candidate is experienced at process improvement including the ability to analyze and

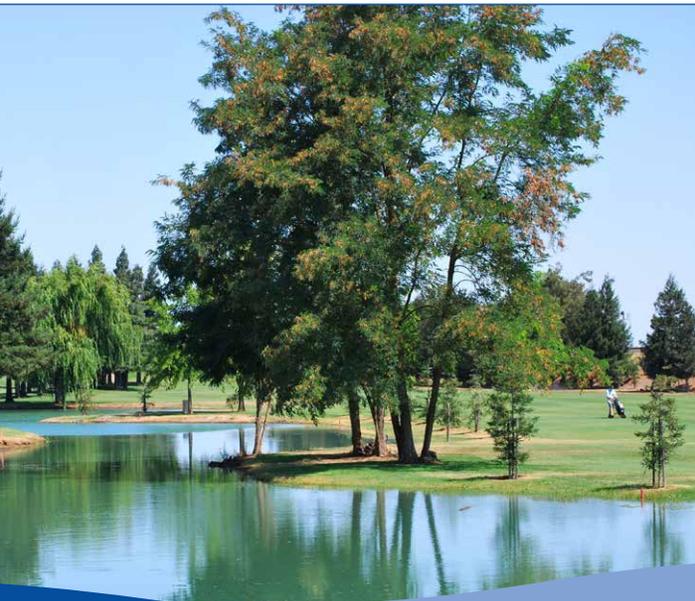


recommend enhancements to a broad spectrum of business operations. She or he is emotionally intelligent, and is a skilled, empathetic listener.

The successful candidate will be able to establish and maintain effective working relationships with the board of directors, general manager, fire chief, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.

The next CAO must be passionate about people, customer service and the administrative functions of the district. She or he has the courage to innovate and challenge the status quo, and is not afraid to fail. The ideal candidate is approachable, supportive, and positive, with a sense of humor.

The ideal candidate has demonstrated, strong leadership and management skills. She or he is team-oriented and can empower, develop, and inspire every other district employee, especially the larger executive team. The ability to delegate



to skilled team members is essential, holding them accountable without micromanaging.

## THE COMPENSATION

The salary range for this position is \$142,152 - \$156,732 with hiring dependent upon experience and qualifications. In addition, the following benefits are provided: Retirement through California Public Employees' Retirement System (CalPERS) with a retirement formula of 2% @ 62, and applicants meeting the requirements for a "classic member" will receive a retirement formula of 2% @ 55. Employees participate in the Medicare portion of Social Security. Three 457(b) plan options are available. Health (CalPERS, multiple HMO and PPO options), dental (paid 100% including dependents), vision (paid 100% including dependents), life (\$50,000 through MetLife), and long-term disability insurances (paid 100%). Personal time off (PTO): 10 administrative leave days, 10 vacation days, 12 sick days, 13 paid holidays, and one floating holiday per year. EAP. This position enjoys automobile and technology allowances. Relocation assistance subject to negotiation.

## SEARCH SCHEDULE

Filing Deadline ..... July 10, 2019  
Preliminary Interviews ..... July 17-24, 2019  
Recommendation of Candidates ..... August 1, 2019  
Finalist Interview Process ..... August 19, 2019  
These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Please do not hesitate to contact Andrew (Drew) Gorgey toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)