



GENERAL MANAGER



THE COMMUNITY & DISTRICT

Kensington is a community nestled in the East Bay hills bordered by Berkeley, Albany and El Cerrito. The area offers a unique blend of small-town charm and urban convenience, with peaceful tree-lined streets and easy access to nearby parks and hiking trails. On October 1, 2025, the Kensington Fire Protection District and the Kensington Police Protection and Community Services District officially consolidated into one new entity: the **Kensington Community Services District (KCSO)**. This unified district will deliver essential services including Police, Fire, Parks, Recreation, and Solid Waste, ensuring cost-effective and coordinated support for the community.

THE POSITION

This is an exciting opportunity for the right candidate to serve as the new General Manager of the newly consolidated District! Under Board direction, the General Manager plans, organizes, and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board of Directors and staff; encourages and facilitates provision of services to the community; fosters cooperative working relationships with inter-governmental and regulatory agencies and various public and private groups; and performs related work as required.

The General Manager serves as the chief executive officer of the District, accountable to the Board of Directors and is responsible for implementation and oversight of District policies and procedures, financial reporting, and the efficient and economical performance of District activities and operations. The General Manager is an "at-will" classification and serves at the pleasure of the Board of Directors. This position exercises general direction or supervision to District staff and consultants. The Chief of Police is a direct (employee) report while the Fire Chief reports to the Board of



Directors through the El Cerrito Fire Services Contract. Duties include but are not limited to the following:

- Plans, organizes, leads, and administers the operations and financial management of the District in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual operating and capital improvement budgets for the District; authorizes expenditures, purchases, and budget transfers in accordance with established policies; provides information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; directs the development of specific proposals for action regarding current and future District needs.



- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District.
- Oversees the selection, training, professional development, and work evaluation of District staff; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, grants, and other written materials.
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.

THE IDEAL CANDIDATE

The Kensington Community Services District (KCSO) seeks a hands-on, community-focused leader to serve as its next General Manager. The ideal candidate will be a diplomatic and innovative professional who thrives in a small, engaged community environment. This role requires a strategic thinker capable of managing complex public service operations, fostering interagency collaboration, and strengthening community preparedness for emergencies such as earthquakes and wildfires.

The ideal candidate will be approachable, collaborative, and solutions-oriented, with the ability to balance fiscal responsibility and community priorities. The General Manager will bring expe-

rience in long-range planning, particularly in managing and implementing parks, facilities, and infrastructure master plans. A tactful communicator, the successful candidate will demonstrate political acumen and the ability to work effectively with an engaged Board and a passionate community.

The ideal leader will possess the ability to analyze complex, nuanced issues and navigate them with transparency and diplomacy. This individual will also demonstrate a commitment to strengthening community partnerships and supporting staff in delivering high-quality public services.

Qualified candidates will typically possess a Bachelor's degree from an accredited college or university with major coursework in public or business administration, public policy, finance, or a related field. Five (5) years of increasingly responsible administrative or management experience in a public agency, special district, or comparable organization is expected, including at least three (3) years in a supervisory or executive leadership role. Experience with police or fire district management, emergency preparedness, or community infrastructure projects is highly desirable.



The General Manager should reside within a reasonable driving distance of Kensington to maintain a strong presence and connection with the community.

This is a unique opportunity to serve a highly engaged and civically active community that values transparency, public safety, and thoughtful stewardship of local resources. The next General Manager will play a pivotal role in advancing the District's mission, supporting its dedicated staff, and guiding strategic initiatives that ensure fiscal sustainability and exceptional community services.

THE COMPENSATION

The annual salary range for the General Manager position is anticipated to be up to \$230,000 and will be dependent on experience and qualifications. The District also offers a generous benefits package (estimated value of up to \$46,000) including:

- Vacation and Sick Leave.
- Holiday Pay (14 holidays per year)
- Health, Dental and Vision Insurance, as well as 401(a) Retirement Plan are subject to contract negotiation.

*Note: This position is not coordinated with CalPERS.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

January 4, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Kensington Community Services District Board of Directors. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to call Ms. Stephanie Dietz at:

(916) 784-9080

