

EXHIBIT A
Fallen Leaf Lake Community Services District
General Manager Job Description

Purpose

The General Manager serves as the District's Chief Administrative Officer. In that capacity he/she is expected to manage within the Board's policy guidelines while exercising judgment and tact in carrying out the job's numerous responsibilities, including, but not necessarily limited to, those described below.

Responsibilities of the Job

- Manages community center (old store) use including recommending any changes in policy regarding facility use, scheduling, entry and exit, cleaning, and maintenance of the building
- Oversee and manage District's relationship with concessionaire
- Arrange for opening and closing of the facilities (General Store, Marina and Community Building) at the beginning and end of season, respectively
- Arrange for and attend Board meetings, including responsibility for facilities, equipment and staffing needs to ensure smooth meetings. Also, attend and assist, if requested, in the arrangements for Community Area Advisory Committee Meetings and other ad hoc and/or standing committee meetings as may be scheduled
- Attend homeowner group meetings, Fallen Leaf Protection Association meetings and Fallen Leaf Foundation meetings
- Attend community meetings regarding projects pertinent to the District and report back to the Board
- Work with the Forest Service to ensure compliance concerning invasive species and other matters of mutual concern
- Serve as the point of contact and work with the Tahoe Regional Planning Authority (TRPA) on matters related to the District's interests
- Represent the District at various other meetings and forums
- Be present and visible in the community area on a regular basis
- Maintain and post regular office hours (1 or 2 hours per day for 2 or more days per week) during the season; check voice mail and respond to all calls, e-mails or other communications within 24 hours
- In conjunction with the concessionaire, oversee the maintenance of the marina facilities, including maintenance of identification numbers on the marina slips and piers to better identify each boat area
- Oversee and manage FLLCSD budgets including, but not necessarily limited to, developing and proposing annual budgets and, once approved, monitoring the District's financial performance in relation to the approved budget. Issues relative to budget performance are to be brought to the Finance Committee of the Board

- Develop maintenance plans/programs (e.g. emergency response plans, annual maintenance plans, energy management plans, etc.), to assure that the District's resources and facilities are used in the most energy efficient manner and protected
- Oversee projects that the FLLCSD may approve ensuring that the work is completed efficiently, in a timely manner, within District guidelines and relevant regulations, and within budget
- Prepare reports and documents (e.g. state mandated reports, bid specifications, correspondence, etc.) for the purpose of providing necessary information to local/state/federal agencies and the Board
- Research and recommend grants and contracts the District might pursue to help provide revenue to the District
- Maintain positive contact with the County Supervisor representing the area containing the District
- Serve as principal District contact with the California Special Districts Association (CSDA) and perform such other duties as the District may, from time to time, assign to the General Manager.