

# Enhance La Jolla District Manager La Jolla Village Maintenance Assessment District

*Enhance La Jolla is seeking a qualified District Manager to oversee the special benefit services performed in the district.*

## **Background:**

Enhance La Jolla (ELJ) is a public benefit corporation whose primary function is to administer the La Jolla Village Maintenance Assessment District (MAD). The La Jolla Village Maintenance District was approved by a vote of the affected property owners in November 2016, and authorized by San Diego City Council. ELJ has a contract with the City of San Diego to administer the revenues for this assessment district. The Fiscal Year 2018 revenues for ELJ are anticipated to be \$500,000. This will be the first year of operation of the District, commencing on January 1, 2018. Formation costs of the La Jolla MAD were underwritten by the La Jolla Community Foundation, therefore repayment of these expenses are not necessary.

The special benefit services funded by this MAD include: supplemental trash collection, litter abatement, graffiti control, landscape maintenance and power washing of sidewalks. The MAD is a mandatory assessment district that funds special benefits or those services over and above currently provided by the City of San Diego. The District includes all property owners within the boundaries of the map that can be found at: <http://enhancelajolla.org/the-district/>.

## **Requirements:**

- Experience working with public benefit, non-profit corporation Board of Directors;
- Ability to oversee, supervise, hire and fire vendors, contractors, sub-contractors, maintenance staff;
- Demonstrated understanding the workings of a district management corporation;
- Working independently without direct supervision;
- Ability to effectively communicate with stakeholders;
- Ability to write as well as maintain records of the District Association;
- Knowledge of basic accounting principles, basic computer skills, email, social media and WordPress
- Ability to identify and pursue funding sources outside the MAD;
- Knowledge of City of San Diego government helpful;

## **Details:**

The District Manager is a part-time position providing services on or off site for a minimum of 20 hours per week. The individual will work from home. District Manager Agreement shall commence on or about January 1, 2018. The Board of Directors shall retain the right to terminate the agreement upon 30 days written notice. The position will pay \$40,000 to \$50,000 per year, depending upon experience in this field. This shall be an independent contractor position and shall *not include* a benefits package or expense reimbursement.

**Process:**

The selection process will be determined based upon district management experience, knowledge of the law, experience in working with nonprofit Boards, knowledge of the San Diego City structure, and is considered to be most advantageous to ELJ.

**Please send resume by September 15, 2017 to: [ppfeiffer@lajollalight.com](mailto:ppfeiffer@lajollalight.com).**

Include three work references from a direct supervisor you reported to for similar work related to management services.

**Expectations of the Selected Candidate are inclusive, but not limited to:**

**I. Implementation of Services:**

- A. Review the Management District Plan to become knowledgeable of the "Management District Plan" and scope and depth of special benefit services voted upon by the property owners of each district. In that light, be prepared to oversee contract providers for trash removal, landscaping, sidewalk maintenance, etc. to ensure the highest level of services for the benefiting property owners, residents and businesses. Be knowledgeable of the limitations of the "special benefit services" as explained in Article XIII(D) of the state constitution;
- B. Be available to Interface with district property owners, residents, businesses and City officials as necessary in response to the delivery of services;
- C. Regularly walk with the Contractors' or Vendors' or employees to ensure the highest level of maintenance and security is provided;
- D. Ensure that the Vendors' Operations Director reports to the City immediately on any and all hazardous conditions in the public rights of way;
- E. Monitor frequently the level of problematic issues in the public rights of way;
- F. Respond to constituent concerns as quickly as possible;
- G. Develop and oversee new programs and improvement projects

**II. Organization Support:** *Board meeting clerical, administrative and organizational support*

- A. Attend all Board and Executive Committee meetings;
- B. Prepare all Board packets and distribute prior to meetings, post consistent with the Brown Act requirements;
- C. Prepare and distribute all committee and task force packets prior to the meeting;
- D. Work closely with Chair and Committee Chairs in the preparation of meetings;
- E. Attend all Board Standing Committee and Task Force meetings;
- F. Help direct and manage Board discussions;
- G. Write, review and correct all minutes for accuracy and keep a roster of attendance;
- H. Maintain all corporate meeting records consistent with the Brown Act provisions;
- I. Oversee and monitor the annual election of Board members;

- J. Seek grants and non-assessment district revenues to supplement the services and activities of the MAD;
- K. Work with the La Jolla Community Foundation on capital projects for the district.

**III. General Administration:** *Fiscal and Supervisory*

- A. Prepare financial statements and prepare checks as necessary;
- B. Monitor assessment compliance reports with the City;
- C. Prepare and monitor monthly and annual budgets for the City Annual reports;
- D. Work with auditor for annual 990 reports and audits to the City;
- E. Oversee maintenance and security service providers;