



JOB DESCRIPTION AND POSITION CLASSIFICATION

WORKING TITLE OF POSITION: District Director, Greenwood Center	CLASS TITLE: Manager 1	
UNIT NAME: Greenwood Service District	POSITION NUMBER: 533-660-4969-XXX	
LOCATION: 4411 CA-193, Greenwood, CA 95635	EFFECTIVE DATE:	
COI CLASSIFICATION: ☒ Yes ☐ No	TELEWORK ELIGIBLE: ☐ Yes ☐ No	CURRENT TELEWORK DAYS A WEEK*:

*Telework days may be subject to Administration, Agency or Department RTO/Changes.

SUPERVISION EXERCISED (Check One):

☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this person DIRECTLY supervises: 4

Total number of positions for which this position is responsible: 101 (includes civil service and Corpsmembers)

FOR LEAD PERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS: 0

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the general direction of the Regional Deputy Director (CEA, A), the Manager I (District Director) is responsible for the overall management, supervision, and coordination of the Greenwood Center operations. The incumbent ensures that Corpsmembers and staff are effectively developed, projects are successfully executed, and all fiscal, administrative, and programmatic goals are achieved in alignment with the CCC's mission, vision, and strategic plan.

The District Director serves as a strong, visible leader who develops Corpsmembers and staff, implements policy, models professionalism, and fosters a positive environment that encourages personal growth, accountability, and excellence.

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position.

Relative Time Required Percentage - (%)	Essential (E) or Marginal (M) Function	Job Duties
20%	E	Personnel Management: Directly supervise lead staff and oversee performance evaluations, training, and professional development in accordance with state and departmental policies. Administer progressive discipline when appropriate. Ensure all staff and Corpsmembers receive orientation and required training. Investigate and respond to grievances with support from Headquarters personnel. Maintain a healthy and inclusive work and program culture and keep the Region Deputy informed of personnel matters



20%	E	Management and Leadership: Provide strategic leadership for all Center and Satellite operations. Develop Corpsmembers and staff, implement departmental policies, and create a positive work environment that fosters teamwork and success. Model the department's mission and guiding principles through professional conduct, mentorship, and transparent communication. Recognize and celebrate accomplishments while promoting accountability and continuous improvement.
15%	E	Fiscal Management: Develop, justify, and manage annual operating budgets. Establish and monitor revenue goals and expenditure limits to ensure fiscal solvency. Oversee procurement, contracts, and financial reporting to ensure compliance with state laws and departmental policies. Promote fiscal responsibility and transparency throughout all Center operations. Inform the Region Deputy of significant fiscal issues.
10%	E	Corpsmember Development: Ensure a safe, positive, and structured living and program environment that supports Corpsmember education, skills training, counseling, health and safety, and career readiness. Promote service and volunteerism as core program values. Support staff in developing and implementing effective Corpsmember training and development plans. Ensure timely and accurate reporting and maintain compliance with all CCC policies.
10%	E	Conservation and Project Oversight: Oversee the development and execution of conservation, restoration, and emergency response projects that meet community needs, Corpsmember development goals, and financial objectives. Provide guidance and support to project staff in marketing, sponsor relations, and field operations. Ensure project quality, safety, and professionalism. Maintain strong sponsor relationships and seek new opportunities for program growth.
10%	E	Administrative and Business Support Oversight: Ensure Business Services functions (procurement, finance, payroll, facility management, food services, and administration) are conducted efficiently and in compliance with policy. Provide staff with the tools and training needed to support Center operations. Maintain effective communication with Headquarters and the Region Deputy regarding business operations.
5%	E	Community and External Relations: Represent the CCC in the community through outreach, public engagement, and partnerships with media, elected officials, other government agencies, and community organizations. Promote the CCC's mission, values, and achievements. Ensure all outreach activities comply with state and departmental policies.
5%	E	Policy Development and Compliance: Participate in the formulation and evaluation of departmental goals, objectives, policies, and procedures. Serve on committees or working groups as assigned. Ensure compliance with all applicable policies, laws, and regulations, and recommend policy improvements when appropriate.
5%	M	Diversity, Equity, and Inclusion (DEI): Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

WORKING CONDITIONS: Prolonged periods of standing, sitting, kneeling, and bending may be required. May require irregular hours or emergency response availability.

Travel Required: Occasionally up to 5% of the time and may include overnights

Work Locations: Primarily indoor Office Setting and occasionally outdoors during all-weather types

Personal Contacts: The District Director will have frequent contact with all levels of Departmental staff,



program participants, sponsors, partner agencies, city, state and federal and elected officials, vendors and with the general public. Contacts may be highly sensitive, requiring good interpersonal skills, tact, and high level of skill with regard to program information.

Actions and Consequences: Failure to effectively manage the Greenwood Center—including its residential facility housing over 80 Corpsmembers, institutional kitchen, dormitories, and vehicle fleet—may result in unsafe living conditions, health and safety violations, and operational disruptions. Inadequate oversight of these critical infrastructure components can lead to diminished Corpsmember well-being, reduced program participation, and non-compliance with state regulations. Persistent failures may compromise emergency response readiness, damage community and sponsor relationships, and ultimately undermine the CCC's mission to develop young adults while protecting California's natural resources and communities.

Attendance: Must maintain regular and acceptable attendance at such level determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.		
Employee Name:	Employee Signature:	Date:
Supervisor Acknowledgment: I certify this duty statement represents and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name:	Supervisor Signature:	Date: