



**RANCHO SANTA FE  
ASSOCIATION**

*INVITES APPLICATIONS FOR  
THE POSITION OF*

**ASSISTANT MANAGER**

## THE COMMUNITY

Rancho Santa Fe, located in San Diego County, has a rich history, and was established in 1928 as a country residential community with an emphasis on agriculture and on preserving the rural landscapes.

Today, Rancho Santa Fe encompasses roughly 10 square miles<sup>2</sup> and is home to about 4,300 residents. Near the center of the community is the Village of Rancho Santa Fe with shops, restaurants, other commercial businesses, and the historic Rancho Santa Fe Inn.

The Rancho Santa Fe School District campus is located adjacent to the Village. The Roger Row school, for elementary and middle school aged students, features a state-of-the-art campus, a performing arts center, classroom labs, and more.

The acclaimed and exclusive Rancho Santa Fe Golf Club is in the heart of the Ranch. Membership at the Max Behr-designed 6,700-yard par-72 private course and club is open to . Opening in 1929, the golf club served as the original site for 1930s-era clambakes hosted by Bing Crosby, and early resident of Rancho Santa Fe. The Rancho Santa Fe Tennis Club, established in 1962, features clinics, lessons, tournaments and play on 10 hard courts and 2 clay courts. The newest membership addition of pickleball has been extremely well received.

The landscape features a beautiful rolling and forested topography with spacious large-lot residences where the average parcel is more than 2 acres. Looping through the pristine countryside and alongside the golf course, a 60-mile private equestrian and hiking trail network runs throughout the community. The exclusive, secure, rural character of the landscape, combined with its proximity to the ocean or what set the Ranch apart as being a highly desirable place to live.

Preserving and maintaining the character of the community are of most important, as is the privacy, safety, and security of its residence. The Ranch has a full-time private security patrol and is served by the San Diego County Sheriff's Department and the California Highway Patrol.

## THE ASSOCIATION

The Rancho Santa Fe Association manages the community of Rancho Santa Fe, one of the state's first planned developments. The Association was incorporated in July of 1927 as a California non-profit corporation for the purpose of managing the planned community of Rancho Santa Fe. Although technically a Homeowners Association, the Rancho Santa Fe Association functions very much like a small city with a building department, planning department, parks and recreation department, and 24-hour security services.





## THE POSITION

The Assistant Manager provides assistance to the Association Manager with day-to-day operations, compliance and member relations, receives and responds to high-level member requests, works with the Manager on community-wide projects and issues, and serves as Association liaison with various community organizations and committees.

## JOB DUTIES

The Assistant Manager directly oversees the following positions:

- **Infrastructure** - Under the direction of the Association Assistant Manager, the Infrastructure Manager advocates and works on behalf of the Association on issues effecting roads and traffic, telecommunications and wireless communications, utilities and powerlines, water and RSF Connect, the Association-owned underground fiber-optic internet network. proactively The Infrastructure Manager coordinates and collaborates, with the Santa Fe Irrigation District, , SDG&E, AT&T and other communications providers, the County of San Diego, community service districts and other entities.
- **Field Operations** - Under the direction of the Association Assistant Manager, the Field Operations Manager plans, directs, organizes, and manages the Parks and Recreation department, including maintenance of open spaces, sports fields and 60 miles of roadside right-of-way landscaping. The department manages FireWatch, a cutting-edge program uses aerial images to inform residents of the health and fire risk of the vegetation on their properties and how to mitigate fire risk by managing the vegetative fuel around their homes. The Field Operations Manager and Assistant Manager are subject to call back to work at a short notice for emergency or other urgent business necessities.
- **Patrol** - Under the direction of the Association Assistant Manager the department is responsible for managing the security and crime prevention resources for the Association. Specifically, the department is responsible for overall security administration, coordination and evaluation of the patrol division as it is designed to function as a service for the RSF Association membership and their properties.
- **Osuna Ranch** - Osuna Ranch is unique horse boarding and training facility, which includes barns, stables, storage sheds, arenas, paddocks and pastures. On site is one of California's oldest adobe homes open for member viewing. The expansive Rancho property hosts tours, community events and member gatherings

## IDEAL CANDIDATE

**Experience:** The ideal candidate will have a background in municipal operations and have experience and contacts within the planning and permitting departments of the County of San Diego. The successful candidate will have spent time in areas such as public works, planning, construction, code enforcement, development, landscaping, and in managing and mentoring staff.

**Communications Skills:** The next assistant manager will need to listen and learn about the organization prior to implementing new ideas. The right candidate will have excellent written and verbal communication skills. They will need to be able to communicate effectively and charismatically through presentations with the board, community groups, board subcommittees, and staff. Success working with high-level executives, high-worth individuals, governmental and political leaders, and legal counsel will serve the candidate well.

**Customer Service:** The next Assistant Manager will possess operate with the highest level of integrity and be clear and forthright with their communications to develop the trust and respect of members, Association leadership and their team. They will prioritize customer service and ensure that concerned residents are heard and treated with respect and exceptional customer services.



## BENEFITS

**Salary Range - Up to \$200,000, dependent upon qualifications**

**Medical Insurance** - Three plans to choose from, an HMO offered through Kaiser, an HMO plan or a PPO plan offered through Anthem Blue Cross.

**Dental Insurance** - Two plans to choose from, an HMO or PPO offered through Anthem Blue Cross.

**Vision** - Offered through Anthem Blue Cross.

**Holidays**- 11 Holidays.

**Vacation/Sick Policy** - Employees will begin to accrue vacation, on a pro rata basis, after 90 days of employment. 90 days to 1 year of employment, you will accrue 1.5 weeks of vacation. Upon 1st year anniversary through 5th year anniversary, you will accrue 2 weeks of vacation. In accordance with Association's vacation policy, Employees will also receive 7 sick days (56 hours) after 90 days of employment.

**Life & Accidental Death and Dismemberment Insurance** - 3% annual salary per employee, offered through Anthem Blue Cross.

**401k Plan** - 401k plans offered in first quarter following 1 year of employment. 401k match of 4% and Safe Harbor contribution of 3%.

## RECRUITMENT PROCESS

### Apply Immediately!

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

[bob@bobhallandassociates.com](mailto:bob@bobhallandassociates.com)

Please contact Bob Hall at (714) 309-9104 if you have any questions regarding this position or the recruitment process.

