

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday Jan 7, 2020  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

**Regular Agenda** – Ad for New Manager – Action

In order to have applications in by February 14<sup>th</sup> the District will need to submit the ad to newspapers by Dec 10<sup>th</sup>. The items listed were approved by the Board at the November 19<sup>th</sup> meeting. A cover letter has been inserted in place of a professionally written document as it will serve as the sample requested



1. Applicants shall have managerial experience.
2. Applicants need a practical understanding of financial procedures and reports.
3. Applicants shall have experience working with the public
4. Applicants shall provide a sample of professional writing
5. Applicants must be able to pass a background check and be bondable.
6. Any person chosen as the District Manager must be willing to take a drug test. Failure of the drug test will result in dismissal.

**CORNING HEALTHCARE DISTRICT**

P.O. Box 996

Corning, California 96021

Phone (530) 824-5451 Fax (530) 824-5419

Email: healthy [reminders4u@gmail.com](mailto:reminders4u@gmail.com)

([corninghealthcaredistrict.org](http://corninghealthcaredistrict.org))

## LEGAL NOTICE

The City of Corning in Tehama County is strategically located. It is within driving distance to mountains of snow, the white capped waves of the ocean, wooded hiking trails and fascinating San Francisco. Locally, there are rodeos, fairs, hometown parades and friendly people. The good news is the five-member Board of Directors of Corning Healthcare District are receiving applications for a dynamic, effective leader as a District Manager. He or she will be working closely with the board to bring quality healthcare and human services related to health to the south county region in order to facilitate areas of unmet healthcare needs. Training will be offered in Special District laws and procedures so the new manager will be a resource for the Board Chair and other directors. Candidate will be working closely with the attorney for the district and the board president.

Salary – \$45-50 thousand plus benefits

Applicants must meet the following requirements.

1. Have managerial experience.
2. Have a practical understanding of financial procedures and reports.
3. Have experience working with the public
4. Be able to pass a background check and be bondable.

Any person chosen as the District Manager must be willing to take a drug test. Failure of the drug test will result in dismissal.

English speaking is required. Spanish is not required but is an asset

To Apply -

Send resume with cover letter to the Corning Healthcare District, Att: Shirley Engebretsen, P.O. Box 996, Corning, CA 96021 or drop required documents in a sealed envelope at 275 Solano Street, suite 103 in Corning California.

Applications to the above email address are acceptable.

All applications must be submitted by February 14, 2020, on or before 3 pm.

***CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY***

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