



Application

Name of Board, Commission or Committee: Pajaro Sunny Mesa CSD

Email *

This Form and its contents may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the act.

First Name *

CJ

MI

Last Name *

Miller

Address 1 *

Address 2 (optional)

City *

State *

CA

Postal Code *

What district do you live in? *

District 2

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

Gender

Primary Phone *

Alternate Phone

Please identify how you prefer to be contacted.

- ☐ Please contact me by **mail**, using the address listed above
- ☐ Please contact me by **phone** using number entered above
- ☒ Please contact me by **email**

Are you currently serving on a County of Monterey Board, Commission, Committee or other Community Advisory Group? *

☒ Yes ☐ No

Interests & Experiences

Please tell us about yourself and why you want serve.

Reasons I believe to be considered a strong applicant for the Board are my leadership abilities, effective co

Please state the reason you would like to be a member of this board committee/commission/district.

Have you served on an advisory group before?

☒ Yes ☐ No

If yes, please explain

PSMCSD 2021-Present

How did you hear about the position?

Monterey County Policy - states that Commissioners are required to attend meetings on a regular basis. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member *

☒ Yes ☐ No

Background Information

Include a resume with the names, addresses, and dates of employers for the last five (5) years and a brief statement of interest/intent in this position.

*See Attached

Employer

Job Title

Occupation

Employer Address

Information Regarding Conflict of Interest and Filing of Statements of Economic Interests (Form 700)

State and local law requires that you abstain from participation in decisions that may affect your financial interest, including sources of income and interest in real property or investments. In addition, if appointed you may be required to fill out a disclosure statement that identifies certain of your financial interest beginning with the immediate 12 months period prior to your appointment.

In accordance with Government Code Sections 87313 and the County of Monterey's Conflict of Interest Code, this Board/commission/Committee/District, you may be required to file statements disclosing certain types of information so that the public can be made aware of potential conflicts of interest. The types of disclosures are:

- Investments
- Interests in Real Property Held by a Business Entity or Trust
- Investments Held by a Business Entity or Trust Income (other than loans and gifts)
- Income – Travel Payments, Advances, Reimbursements
- Income gifts
- Business Positions
- Commission Income Received by Brokers, Agents, and Salespersons
- Income and Loans to a Business Entity or Trust Income from Rental Property

If you have any questions regarding disclosure requirements, please contact the Clerk of the Board's office at **831-755-5066**.

Please identify any specialized accommodations needed for equal participation:

I DECLARE, UNDER PENALTY OF DISQUALIFICATION AND TERMINATION, THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Enter Your Initials *

PAJARO/SUNNY MESA

COMMUNITY SERVICES DISTRICT 136 San Juan Road
Royal Oaks, CA 95076 (831) 722-1389 □ (831) 663-2181 □ Fax
(831) 722-2137

APPLICATION FOR APPOINTMENT TO BOARD

The undersigned hereby applies to the Pajaro/Sunny Mesa Community Services District for appointment to the Board of Directors.

Name: CJ Miller

Address: [REDACTED]

Birth Date (for Voter Registration Verification): 08/17/1992

Occupation: Office Manager (Royal Oaks Farms LLC)

How Long Lived In District: 8 years

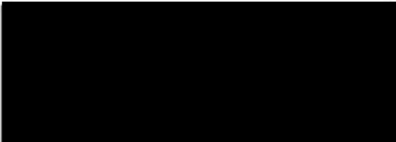
Community Activities:

I am the Second Vice Chair of the Santa Cruz County Farm Bureau

Please state the reasons that you believe are important for the Board to consider when reviewing your application:

Reasons I believe to be considered a strong applicant for the Board are my leadership abilities, effective communication skills, commitment and dedication, values and ethics, and the ability to maintain confidentiality. I can effectively lead by encouraging strategic thinking and maintaining a positive outlook. I have the ability to listen, accept feedback, and stay open minded. I am motivated and dedicated to achieving short-term and long-term goals. I pride myself on maintaining strong ethics, integrity, and confidentiality.

CJ Miller



Professional Summary

Detail-oriented and highly organized Office Manager with experience overseeing administrative operations, improving efficiency, and fostering a productive work environment. Adept at managing office procedures, supervising staff, and implementing workflow improvements to optimize organizational performance. Proven ability to handle multiple responsibilities, maintain professionalism, and ensure seamless day-to-day operations.

Core Skills & Competencies

- Office Administration & Management
- Team Leadership & Supervision
- Scheduling & Calendar Management
- Budgeting & Expense Control
- Vendor & Supplier Coordination
- HR Support & Payroll Processing
- Process Improvement & Workflow Optimization
- Customer Service & Client Relations
- Microsoft Office Suite & Office Software

Professional Experience

Office Manager

Royal Oaks Farms LLC

- Oversees daily office operations, ensuring efficiency and smooth workflow across all departments.
- Manages administrative staff, delegated tasks, and provided training to enhance productivity.
- Maintains office budgets, processed invoices, and controlled operational expenses.
- Coordinates with vendors, suppliers, and service providers for procurement and contract negotiations.
- Developed and implemented office policies and procedures to improve workplace efficiency.
- Assists HR with onboarding, payroll processing, and employee record management.

Education

Bachelors of Science Agricultural Business – California State University, Chico
Graduated in 2015

Professional Affiliations

- Committee Member, Monterey County Agricultural Advisory Committee
- Board of Director, Pajaro Sunny Mesa CSD
- Board of Director, Santa Cruz County Farm Bureau

Certifications & Training

- Produce Safety Alliance Grower Training Certificate