

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## GENERAL MANAGER

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS –TBD

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The General Manager (GM) is responsible for the implementation of the District's mission, vision and objectives. As a chief executive officer, the GM makes recommendations to the Board concerning long range-goals and strategic plans. The GM, at all times uses the District Mission Statement as a guiding principle. He or she directly guides the senior management in the execution of annual board goals and objectives. The GM is periodically reviewed by the Board, which measures his or her success in completing and advancing District's goals and objectives.

**SCOPE OF ASSIGNMENT:** Rancho Murieta Community Services District is a California Special District with a population of 6,300. It presently brings water and sewer to 3,000 water connections and will soon become an Urban Water District. The District also produces recycled water which irrigates two 18-hole golf courses. Its budget exceeds \$10,000,000. The District employs 35 people. Its elected Board of Directors is responsible for the hiring of the General Manager who manages all aspects of the day-to-day operations. As required by California Law (Ca. Govt. Code #61050), the General Manager serves at the pleasure of the Board.

**SENIOR MANAGEMENT SUPERVISORY RESPONSIBILITY:** The GM directly supervises the following key management in the execution of his or her total responsibility for the LAFCO authorized departments of Water, Sewer, Drainage, Security and Solid Waste management;

- Director of Finance and Accounting:
- Director Operations
- Manager of Administration

**ESSENTIAL DUTIES:**

- Directs, reviews, and approves the timely preparation of annual administrative and operational budgets.
- Maintains a schedule of current and future capital reserve requirements and capital improvements projects. Recommends annual reserve funding and prioritizes projects in conjunction with the annual budget.
- Presents the annual operating budget for approval to the Board of Directors. Ensures compliance with Proposition 218 and timely releases to the public. Proposes annual rate increases necessary to fully fund the District in the upcoming fiscal year.

- Researches and recommends any long term funding required meet District financial requirements for board and voter approval. Establishes relationships with advisors and consultants to the municipal bond market and the use of funding with Community Facilities Districts
- Acts as the principal liaison with District council on personnel policy, purchasing agreements, leases and legally binding documents.
- Ensures District-wide training and compliance with the California Brown Act and California Special District Law.
- Acts as the primary contact and negotiator with ongoing and/or future development. Reviews, researches and makes recommendations to all developer agreements to the Board of Directors.
- Is the primary District contact with outside public agencies at both the County and State level. These include Sacramento County Department of Planning and Environmental Review and the State Department Of Water Resources.
- Acts as both the face and voice of the District in the Rancho Murieta Community. Ensures positive interaction with community governing bodies, groups and organizations.
- Acts as union liaison, for represented employees. Participates with the board in union contract negotiations.
- Provides “hands on” attention to employee relationships, affirmative action, employee and union grievances. Reviews all new and revised personnel policies prior to their presentation to the Board of Directors. Ensures the public is well informed on important District information. Is the face of the District with the media.
- Provides a monthly management update to the Board of Directors, a GM Report and meets regularly with the President of other District boards (HOA’s and the Country Club).

**DEMONSTRABLE SKILLS NECESSARY FOR SUCCESS:**

- Planning and organizational skills: ability to manage complex problems in multiple disciplines
- Leadership: display a tactful and motivational management style and employee relationship skills
- Previous experience working with and significant understanding of current day IT.
- Communication skills and the ability to relay information to District and public groups
- Project management and project implementation experience.
- Technical reporting
- Analytical skills necessary to understand and prioritize projects.

**EDUCATION AND EXPERIENCE**

- Undergraduate four year degree from an accredited college or university. Major in Business Administration or Public Administration is preferred
- No less than five years-experience in a private or public utility.
- Increasing management responsibility over the course of one’s career is a necessary step in the candidate’s career
- Managing budgets and (both preparation and budget management) over the course should accompany the requirement for increasing management responsibility
- Communication and presentation skills are necessary

**LICENSES:** California Drivers License. National Incident Management System (NIMS) Training will be required if not already completed.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**COMMENTS:**

Appointments to this position are made in accordance with California Government Code section 61240.

**THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT’S PRINCIPAL RESPONSIBILITY IS TO PROVIDE A SAFE AND RELIABLE SOURCE OF WATER TO ITS CUSTOMERS. IT MUST CONTINUE TO DO SO IN A PERIOD OF EXPECTED GROWTH AND WATER DEMAND. THIS HIGHLY DEMANDING POSITION IS BEST ACCOMPLISHED BY A PERSON WHO HAS THE QUALIFICATIONS AND EXPERIENCE TO SUCCEED IN THIS ENVIRONMENT**