



Rancho Murieta

Community Services District



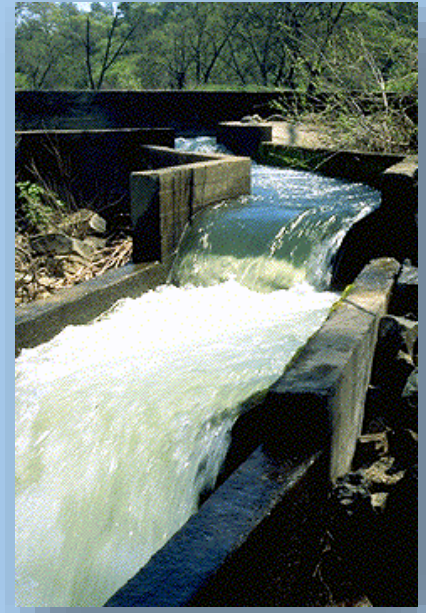
The District invites applications for:
Director of Operations

THE POSITION

Reporting to the General Manager, the Director of Operations plans, organizes, and directs the District's water, wastewater, and drainage operations and maintenance activities. The Director supervises the Chief Plant Operator and Utility Supervisor, oversees staff development and contractor performance, and ensures the reliable, safe, and efficient operation of District facilities and infrastructure.

Key responsibilities:

- Direct water treatment and distribution, wastewater collection and treatment, drainage, flood control, and associated infrastructure maintenance.
- Develop operational goals, policies, procedures, and long-range strategic and financial plans.
- Prepare and manage departmental budgets, control expenditures, and coordinate with other District departments.
- Maintain water rights permits and ensure required regulatory reporting and compliance.
- Develop project specifications and cost estimates; oversee capital improvements and contractor work.
- Implement preventive maintenance, workplace safety, employee training, and energy conservation programs.
- Oversee procurement of materials, supplies, and equipment.
- Advise the General Manager and Board of Directors on technical and operational matters; prepare reports and deliver presentations.
- Respond to community inquiries and complaints and participate in District or community committees as assigned.
- Identify grant opportunities and coordinate grant submissions; and oversee grant monitoring and reporting.
- Oversee and coordinate with developers and the District Engineer to ensure developer compliance with District regulations, agreements, fee structure, and planning and engineering process.



Core Competencies:

- **Technical and Operational Expertise:** Knowledge of water treatment and distribution, wastewater collection and treatment, drainage, flood control, and infrastructure operations and maintenance.
- **Leadership and Staff Development:** Ability to supervise, motivate, train, and evaluate employees while fostering accountability and professional growth.
- **Strategic and Operational Planning:** Ability to establish goals, develop policies and procedures, anticipate operational needs, and plan for long-term infrastructure and service requirements.

- **Fiscal and Budget Management:** Ability to prepare and monitor budgets, control expenditures, evaluate costs, and support sound financial decisions.
- **Grant Acquisition and Management:** Demonstrated ability to identify, develop, and secure competitive State and Federal grants for infrastructure improvements, including effective administration, compliance monitoring, and grant reporting.
- **Regulatory Compliance and Safety:** Knowledge of applicable environmental regulations, permitting requirements, regulatory reporting, and workplace safety practices.
- **Project and Contractor Management:** Ability to develop project specifications and cost estimates, oversee capital improvement projects, and coordinate contractor performance.
- **Problem-Solving and Decision-Making:** Ability to exercise sound judgment, analyze operational challenges, prioritize competing demands, and implement effective solutions.
- **Communication, Collaboration, and Public Service:** Ability to communicate effectively with District leadership, employees, regulatory agencies, contractors, and community members while maintaining a commitment to responsive, professional public service.

THE IDEAL CANDIDATE

The ideal candidate is an experienced, hands-on water and wastewater utility professional with a strong technical foundation and proven leadership skills. The Director brings a comprehensive understanding of water treatment and distribution, wastewater collection and treatment, drainage and flood control, and the maintenance of related infrastructure. Equally important, the Director will have demonstrated success in supervising and developing staff, managing departmental budgets, overseeing capital improvement and contractor projects, successful grant procurement and applications, and ensuring compliance with applicable regulatory requirements and safety standards.



The successful candidate is a proactive, organized, and solutions-oriented leader who exercises sound judgment, anticipates operational needs, seeks and successfully secures capital improvement grants, and effectively balances competing priorities. They communicate clearly and professionally with staff, regulatory agencies, the General Manager, the Board of Directors, and community members. With a commitment to operational excellence, fiscal responsibility, teamwork, and responsive public service, the Director will help ensure the reliable, efficient, and sustainable delivery of essential District services to the Rancho Murieta community.

Compensation:

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| ✓ Salary Range: \$150,546 to \$185,187, DOE | ✓ Sick Leave: 96 hours annually |
| ✓ Health, Dental and Vision: 100% employer paid | ✓ Holiday Pay: 8 Paid Holidays, 4 Floating Holidays |
| ✓ Vacation: 96 hours annually | ✓ Technology Allowance: \$75 per month |
| ✓ Administrative Leave: 80 hours per year | ✓ Commuter Allowance: \$150 per month |
| ✓ Deferred 457 Plan: 2.5% contribution by employer | ✓ 9/80 Schedule Available |

THE COMMUNITY

Rancho Murieta, California, located 25 miles from downtown Sacramento is nestled below the foothills of the Amador and El Dorado County wine regions. This master planned community has developed steadily for the past 25 years, with an emphasis on preserving an unparalleled quality of life. The community continues to be one of the best-kept secrets in Northern California. In addition to the Commercial and Residential Developments, there is a private, gated community of Rancho Murieta offers both privacy and security and proudly boasts two championship golf courses at the Rancho Murieta Country Club.



To Apply:

Please submit a cover letter, resume and District job application to Amelia Wilder, Clerk of the Board, at awilder@rmcsd.com by Sunday, November 29, 2026.

For more information, visit the District's website at: RANCHOMURIETACSD.COM.

THE DISTRICT

The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,879 households with a population of over 6,000. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District. The District currently maintains over \$43,000,000 in plant, property and equipment assets.

The District acts as the local government, providing the following essential services:

- ✓ Water supply collection, treatment, and distribution;
- ✓ Wastewater collection, treatment, and reuse;
- ✓ Storm drainage collection, disposal, and flood control;
- ✓ Security; and
- ✓ Solid waste collection and disposal.

A combination of taxes and fees fund these services.

The District's affairs are directed and governed by a five-member Board of Directors elected at large by registered voters within the jurisdiction. Policy direction is set by the Board of Directors and administered by the General Manager.

Recruitment Schedule:

- ✓ Filing Deadline – Sunday, November 29
- ✓ Preliminary Screening – Week of November 30
- ✓ Preliminary Interviews (In Person) – Monday, December 7
- ✓ Finalist Interviews (In Person) – Tuesday, December 8

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.