



Rancho Murieta CSD

Community Services District

General Manager

Rancho Murieta Community Services District

\$147,096 - \$194,160

The Community

Rancho Murieta, in Sacramento County, is nestled below the foothills of the Sierra Nevada Mountains and is ideally located 25 miles from downtown Sacramento and 16 miles from Elk Grove and Rancho Cordova. This private, gated, master planned community spans 3,500 acres of rolling hills and proudly boasts of two championship golf courses at the Rancho Murieta Country Club.

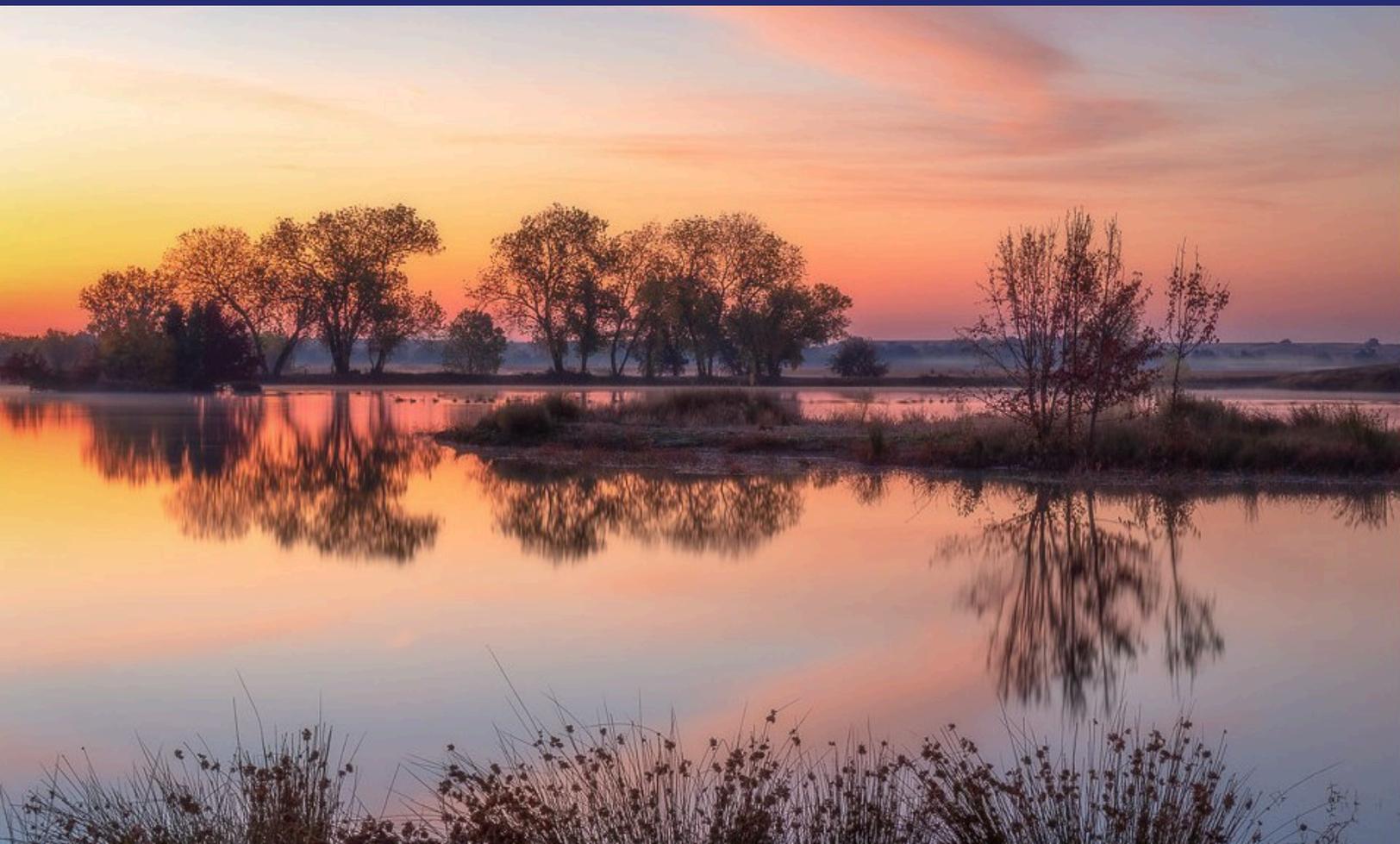
Other world-class amenities include several lakes for boating, fishing and swimming, tennis courts, bocce courts, baseball, softball, soccer and lacrosse fields, a plethora of trails and parks and incredible open spaces, the full-service 100-acre Murieta Equestrian Center, and a general aviation airport. The combination of privacy, security (24/7/365), unlimited recreational opportunities, and the feeling of living in a wildlife preserve (no hunting allowed) provides for an incredible quality of life.

Rancho Murieta is served by the award-winning Elk Grove Unified School District and has some of the highest graduation standards in the State of California. Schools serving Rancho Murieta include Cosumnes River Elementary School, T.R. Smedberg Middle School, and Sheldon High School.

The history of the region is diverse and varied, beginning with the Native Americans who once lived on the land and gave the Cosumnes River its name. Next came the impacts of the Gold Rush and the miners whose population numbered in the thousands. When they left the land, they returned to farming and grazing. Now Highway 16 provides access to what some call the “best kept secret in northern California.”

The development of Rancho Murieta was started by the Operating Engineers Union Local 3 in the early 1970s and was described at the time as “a residential community that would take advantage of the natural beauty of the rolling, tree-studded ranch land along the Cosumnes River.” It is unique in that the development had a two-fold purpose – to deliver a return on investment for Union Local 3 and to serve as a training ground for the union’s trainees, who operate earth-moving equipment. Thus, a significant portion of the original infrastructure for the community was constructed by union trainees, and Local Union 3 still operates a 15-acre training facility in the region.

Rancho Murieta today is several communities, the primary ones being Rancho Murieta North and Rancho Murieta South, each developed around the Rancho Murieta Country Club golf course and the Rancho Murieta Village. Currently there are just over 2,800 households and 6,000 residents, with total build out allowing for 5,189 housing units. The community is governed and serviced by several elected bodies, chiefly the Community Services District and the Rancho Murieta Association.



The Organization

The Rancho Murieta Community Services District is the only agency that provides services to the entire community. The mission of the district is to take a leadership role in responding to the needs of the residents and to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires.

The overall purpose of the District is to provide for the following services: water supply collection, treatment, and distribution; wastewater collection, treatment, and reuse; storm drainage collection and disposal; solid waste collection; and security services.

The District is governed by a five member Board of Directors elected at-large by the registered voters residing in the District and serve four-year staggered terms. District committees active today are the Improvements, Communications and Technology, Security, Personnel, and Finance Committees.

In summary, the General Manager is responsible for overseeing the administrative, legal, engineering, operations, and financial activities of the District. They will also represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; is responsible for employer-employee relations as well as for the development, maintenance, and improvement of District facilities and services. Additional responsibilities include the negotiation of leases, agreements, and contracts; the oversight of legal counsel; the coordination of the District's engineering functions; and labor negotiations. The General Manager is under the administrative supervision of the Board of Directors and provides direction to all department heads and staff.

Our Mission

The mission of Rancho Murieta Community Services District is to take a leadership role in responding to the needs of the residents. The District will deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community.



The Position

Position Summary

Under administrative direction of the Board of Directors, the General Manager is in charge of the administrative, legal, engineering, operations, and financial activities of the District; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required. Interact with county/state/federal agencies to achieve District objectives.

Essential Duties and Responsibilities

- Serves as chief executive officer for the District; sets vision and implements long range Board established goals for District.
- Provides advice and consultation on the development and operation of District services, functions, and policies.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels; reviews and approves purchase order and budget requests.
- Coordinates the preparation of the agenda for Board meetings.
- Conducts a variety of special studies and surveys to determine effectiveness of District programs and services; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services.
- Represents the Board's policies and programs with employees, community representatives, developers, and other government agencies.
- Oversees the development and administration of capital improvement budgets and plans.
- Directs personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees negotiations with bargaining groups.
- Negotiates leases, agreements, and contracts; oversees and directs legal counsel.
- Coordinates District engineering functions; confers with developers and contractors as necessary; serves as District representative with other public agencies.
- Maintains media and public relations.
- Manages day-to-day operations of the District.

Ideal Candidate

The Board of Directors is seeking a pragmatic leader with high ethics and integrity, who embraces open government and transparency, as well as having solid management, financial, and organizational skills. It is expected that the new General Manager will treat all fairly, equally, and respectfully and will provide reasoned and sound recommendations for the Board's consideration. The new General Manager will provide strategic leadership, focus, and direction not only to the Board of Directors, District committees, and staff but to the many boards and governing bodies within the community as well.

The General Manager must possess outstanding communication and interpersonal skills. They will also be visible, involved, and accessible to the community and staff. The General Manager will team with the Board of Directors and staff in providing open, responsive, and customer-oriented service to the community. They will be expected to maintain and improve cooperative working relationships with the county and other agencies in the region and the other governing bodies within the District.

Critical success factors for the General Manager will center on managing the District's financial sustainability, planning and land use, collaboration and consensus building, information technology, innovative problem solving, and the day-to-day operations of the District while looking out over the horizon to see what is going to impact the District in the future.

Knowledge, Skills, and Abilities

- Plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals.
- Exercise leadership, authority, and management tactfully and effectively.
- Prepare and administer District budgeting and fiscal control processes.
- Collect and analyze data on a variety of topics, including compensation and other utility billing rates.
- Effectively organize and carry out public and media relations.
- Coordinate the preparation of Board agendas.
- Administer personnel and employer-employee relations programs.
- Oversee the development and improvement of District facilities and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent and implement District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.

Education and Experience

Qualified candidates will have a bachelor's degree from an accredited four (4) year college or university with a major in business administration, public administration, engineering, or a closely related field. A Master of Business Administration or Master of Public Administration is desirable. Candidates should also have at least five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets, and administrative operations.

Licenses and/or Certificates

California driver's license; National Incident Management System (NIMS) IS 100, 200, and 700 training within 12 months of hire; Professional Engineer license is desirable.

Compensation and Benefits

The annual salary range for this position is \$147,096 to \$194,160, depending on qualifications. The District offers a comprehensive benefit package that is negotiable, including 12 vacation days the first year, 12 sick days, 12 holidays (including four personal holidays), and 10 days of paid administrative leave; medical, dental, vision, life, and long-term disability insurance; retiree medical; and voluntary deferred compensation plan. CalPERS retirement plans are offered at 2% at 62 for new employees (6.75% required employee contribution) and 2% at 55 for classic/legacy employees (7% required employee contribution).

To Apply

If you are interested in this exciting opportunity, please email a cover letter, a resume, and the names of five professional references to apply@solutions-mrg.com. Please type "RMCS D General Manager" in the subject of your email.

This is a continuous recruitment. The first review of resumes will occur on **February 10, 2023**. The first Interview is expected to be held on March 17, 2023, and the final interview is expected to be held in April 2023.

For more information about the position or selection process, please contact Nancy Kaiser at apply@solutions-mrg.com.

For more information about Rancho Murieta Community Services District, please visit the District website at www.ranchomurietacsd.com.

