



Rancho Murieta Community Services District

Director of Administration

Mission Statement – 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 desires.

The Organization

Rancho Murieta Community Services District (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 2,750 households with a population of over 6,000 persons. 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.



Aerial view of community from Lookout Hill

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. The District's General Manager is Tom Hennig, appointed in 2020.

The Community

Rancho Murieta, California, located 25 miles from downtown Sacramento, (map provided at www.rmcsd.com) 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 (provided by the District) and proudly boasts of two championship golf courses at the Rancho Murieta Country Club.

Rancho Murieta is served by the award winning Elk Grove Unified School District (<http://www.egusd.k12.ca.us/>) 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 Position

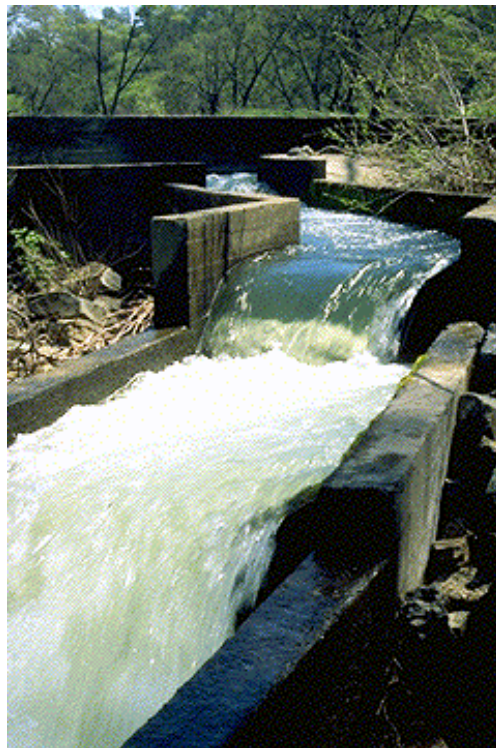
The Director of Administration reports to the General Manager, Tom Hennig. The Director of Administration is responsible for the functions and staff of administrative services. Oversight of other functions include purchasing, contract coordination, finance/accounting, direction and evaluation of administrative staff, personnel (district-wide), risk management, computer systems management. The Director oversees a staff of three in the following divisions: Accounting, Customer Service, MIS, and Human Resources.

Specific knowledge and oversight of the following areas is required - payroll, accounts payable, accounts receivable, risk management, purchasing, cash management and fiscal controls. Additionally, the Director of Administration should have a full understanding and the ability to hands-on perform government accounting, auditing and budgeting including regulations that govern accountability of funds in public agencies.

The Director will also be expected to perform complex analysis in the review of financial information. Incorporating independent judgment and strong financial skills. Additionally, the Director will be involved in non-routine situations in addition to more standard procedures such as calculating anticipated revenue and expenditures. The overall focus of the Director will be to continue the strong financial systems used by the District thus ensuring adequate supervision of all fiscal affairs and programs.

In order to be successful in the position of Director of Administration, candidates must possess the following personal characteristics and attributes:

- **Leadership** – Ability to provide leadership to staff with the ability to set goals and objectives, and be able to motivate others of varying levels, and contribute effectively to their timely achievement and successful performance.
- **Management Skills** – Possession of strong management skills with ability to function effectively in a demanding organizational environment. A strategic thinker with a proactive and innovative approach to problem solving as well as being able to delegate responsibility and hold staff accountable.
- **Organization Skills Including Ability to Multi-Task** – A highly disciplined and organized technical professional, able to handle and prioritize multiple projects. A self-starter that is able to anticipate and deal with a wide-array of operational needs.
- **Strong Interpersonal and Communication Skills** – An effective communicator, orally and in writing, with the ability to clearly explain complex issues. Able to establish trust with the Board, General Manager, other departments and the public. A consensus-builder with the ability to supervise and work effectively with others. Capable of resolving conflicts in an equitable and responsive manner.
- **Understanding of Technical Issues** – Extensive understanding of finance related issues and ability to implement improved and enhanced financial policies and procedures based on industry best practices and according to Generally Accepted Accounting Principles (GAAP) as well as ensure compliance with all Government Accounting Standards Board (GASB) initiatives and all other regulatory agencies. Able to develop and implement policies, procedures and plans ensuring compliance. Recognized for setting an example of professionalism in the organization with a demonstrated commitment to follow-through and completed technical staff work. (*Financial software used by the District is Great Plains*).



Fish ladders at Granlees Dam

Qualification Requirements

Possesses a strong ethical foundation with high integrity; self-motivated and results driven; assertive and decisive; ability to develop, mentor, and grow employees; ability to work with and relate to employees at all levels of the organization; dynamic, pro-active, resourceful and practical; work well as part of a larger team; strong organizational skills with a proven ability to handle multiple tasks in a time sensitive manner; excellent written and verbal communication skills. Strong computer software skills, including the MS Office suite, especially Excel and Access. Experience in Accounting/Payroll and utility billing systems such as Great Plains or AbleSoft Utility Star Platinum; intermediate understanding of technology systems and hardware solutions key to a modern office environment. Principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of public agency funds.

Qualifying Education, Experience and Credentials

Education

Bachelor's Degree in accounting, business or public administration or a related field is required. An advanced degree (MBA or MPA) and/or certification as a CPA may be considered a plus.

Experience

Candidates should have a minimum of five (5) to seven (7) years of increasingly responsible experience performing effective governmental administration including supervision, budget preparation, personnel management, public program analysis, analytical report preparation, and computer system (hardware, software, network and peripherals) application maintenance.

Candidates will be well served to have a strong working knowledge and proficiency dealing with a wide range of information technology and computer programs.

The General Manager, in consultation with the Board of Directors, will make the final decision on the best combination of experience, education and credentials that best fits the needs of the District.

The Compensation

The compensation level for the position is within the annual salary range of \$112,104 - \$147,984. A decision on placement within the range will be at the discretion of the General Manager and will be based on a candidate's education, experience, and credentials.

Benefits:

CalPERS retirement of 2.0% at 55 for classic members, 2.0% at 62 for new members, and medical, dental, and vision benefits. Visit <https://www.ranchomurieta.com/employment> for more information and the online available District application.

To Be Considered

Interested candidates are strongly encouraged to submit their resume via e-mail, fax or regular mail:

Tom Hennig
General Manager
P.O. Box 1050
Rancho Murieta, California 95683
thennig@rmcsd.com
FAX: 916-354-2082

Candidates are encouraged to apply early in the process. Review of resumes will be ongoing throughout the recruitment process. Closing date is Thursday, February 25, 2021, at 5 P.M., 2021. References will not be contacted until mutual interest has been established.

The District will conduct in-person interviews on March 11, 2021, at the District Office. Candidates will be required to respond to written questions on the day of the interview to assess writing skills. Additional reference and background checks will be conducted on the top candidates. It is anticipated that the new Director of Administration will join the District in in late March 2021.

Should you have any questions regarding this position or the recruitment process, please call Tom Hennig, General Manager at 916-354-3700. For further information about the Rancho Murieta Community Services District, visit our website at www.ranchemurietacsd.com.

Rancho Murieta Community Services District is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.