

RIO LINDA ELVERTA



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COMMUNITY WATER DISTRICT

July 15, 2026

Rio Linda Elverta Community Water District is Seeking its Next General Manager

The Rio Linda-Elverta Community Water District

The towns of Rio Linda and Elverta are situated in the Northwest corner of Sacramento County in the central valley of California. The District provides drinking water via a dozen wells to a rural bedroom community located 15 minutes from downtown Sacramento. Lake Tahoe and San Francisco are both 90-minutes away from this centrally located community.

The Position

As the chief executive officer, the General Manager performs high level administrative, technical and professional work in directing and supervising the administration and operations of the District. The GM also performs the duties of Secretary to a Board of five Directors.

Typical Tasks

Has full charge and control of the administration, maintenance, operation, and construction of the water-works system of the District; manages and supervises all operations of the District to achieve goals within available resources. Prescribes the duties of the District employees; plans and organizes workloads and staff assignments, trains, motivates and evaluates immediate subordinates; reviews progress and directs changes as needed. Provides leadership and direction in the development of short and long-range plans; provides professional advice to the Board; gathers, interprets, and prepares data for studies, reports and recommendations; communicates official plans, policies and procedures to staff and the general public.

Advises the Board of financial current and future District needs, as chief fiscal officer, (a) prepares the annual budget for Board consideration and adoption, and maintains proper budgetary control through the establishment and maintenance of a budgetary accounting system in a manner consistent with state law; and (b) prior to the issuance of checks to pay demands made against the District, reviews and approves such demands as required under the Government Code.

Acts as agent of the Board in relations with other consultants, contractors, engineers, legal counsel, accountants, and auditors employed and retained by the District. Acts as representative of the District in working with County, regional, state and federal agencies concerned with water and construction projects. Acts as the District's public relations officer, endeavoring to keep the community informed of the District's efforts to operate and maintain an efficient program.

Desired Minimum Qualifications

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or closely related field; seven (7) years of experience as a manager or assistant manager in a California government agency operating a water utility (a master's degree or registration as a professional engineer may be substituted for two years of experience); possession of a current State Water Resources Control Board Water Treatment Operator Grade II (or higher) certificate; current State Water Resource Control Board Water Distribution Operator Grade II (or higher) certificate and possession of a valid Class C California driver's license.

Necessary Knowledge, Skills and Abilities

Considerable knowledge of modern policies and practice of public administration; working knowledge of utility law, finance, human resources, and management; skill in preparing and administering public agency budgets; skill in planning, directing and administering governmental programs; ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, officials and the public; some knowledge of civil engineering principles, practice and methods as applicable to a water utility setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; skill in reading and interpreting construction drawings, plans and specifications.

Hybrid Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee will perform duties in a combination of office, field and remote work settings. Field settings may include visits to District facilities, infrastructure, construction sites, and operational locations throughout the service area. The employee may work occasionally near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. With today's technology, remote work benefits the employee from being accessible from a home office setting to respond to sensitive matters, including after hours as to executive decision-making emergencies and urgent matters. Remote work can include contending with District matters via, remoting into the server. Responding to email, texts, phone calls, Zoom and Teams, as well as partaking in offsite meetings and venues with agencies like ACWA, RWA, and SGA.

Special Requirements

- Must pass a background check.
- Must pass a drug screening test.
- Must pass a pre-employment physical.

How to Apply

If you are interested in applying for this position please visit our website at www.rlecwd.com and download an application. A signed District application for employment must be submitted along with a cover letter and resume to be considered for the position. If you have any questions regarding the position, contact Felix Felix at 916-991-1000 or gm@rlecwd.com.

Filing Closing Date

The filing period will remain open until a sufficient number of applications have been received to support the selection process. The District will not close the filing period any sooner than October 15, 2026.

Salary and Benefits

\$130,000 - \$160,000 DOQ

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance