

Administrative Services Manager

This recruitment represents an exceptional opportunity for a well-rounded professional with nimble financial management skills to join a leader in the special district utility business.



THE DISTRICT

Las Gallinas Valley Sanitary District is located in the San Francisco Bay Area's Las Gallinas Valley of Marin County, California between San Rafael and Novato. The District currently serves over 30,000 people in the communities of north San Rafael and surrounding unincorporated areas. The original wastewater treatment plant was constructed in 1955. Major plant expansions were subsequently implemented in 1958, 1972, and 1984, with the most significant plant improvement currently underway and valued at over \$60 million. Historical plant expansions and system improvements allow the District to avoid seasonal discharge through nonpotable water reuse.

Today, the District not only manages the wastewater treatment plant, but also approximately 105 miles of collection lines and other system features including solar energy generation, biogas energy production, and a multi-faceted reclamation project which includes operating the largest recycled water facility in Marin County for the neighboring North Marin and Marin Municipal Water Districts. The District owns over 400 acres along the San Pablo Bay and operates freshwater marshes, irrigated pastures, and storage ponds— all of which are home to area wildlife and provide access and recreation for the public. The District is in a JPA that manages a garbage franchise encompassing all areas within the District excluding the City of San Rafael customers.

Given the unique low-lying creek, wetland, and bayside location of the District's service area and facilities, strict attention is given to the wastewater treatment process. Infrastructure improvement and green environmental protection practices are also ongoing District goals. During the summertime non-discharge season between May and October, approximately 1/2 of the District's treated effluent is recycled. The District has received recognition and many awards for environmental and educational programs as well as in its administrative and collection areas, and is known for being innovative and proactive. The District has developed a strong and positive relationship with the community by combining effective pollution prevention and educational programs with state-of-the-art technologies.



Learn more about
Las Gallinas Valley Sanitary District
at www.lgvsd.org

THE POSITION

The Administrative Services Manager reports to the General Manager and will directly supervise three staff members – the District's total staffing exceeds 20 personnel. This position manages a wide array of administrative services functions including accounting, grant reporting, budget, transactional human resources, risk management, procurement, rate analysis, and records management. As the District's Chief Financial Officer, proven financial management skills are essential.

Typical job functions include:

- » Developing the District's annual budget and providing ongoing status monitoring and reporting;
- » Managing legislative functions and regularly attending Board meetings;
- » Providing financial and other staff reports to the General Manager;
- » Administering employee benefits, recruitment processes, and training;
- » Providing procedural oversight and backup coverage for the Secretary to the Board;
- » Overseeing procurement activities for a range of operational needs;
- » Helping to develop goals and policies for organizational health and regulatory compliance;
- » Managing advanced (non-transactional) HR and technological services via external contractors..

Please see the job description for a comprehensive list of responsibilities and duties of the position.

<https://www.cpshr.us/documents/ExecSearch/JobDescription.pdf>

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical combination of required qualifications for the strongest candidates is:

Graduation from an accredited four-year college or university with major coursework in business management, accounting, public administration, or a closely related field, and five years of increasingly responsible experience managing and/or supervising accounting and/or administrative services functions. Additional, significant, and relevant industry experience and qualifications may supersede the aforementioned educational standard.

THE IDEAL CANDIDATE

The ideal candidate for Administrative Services Manager should have the ability to adapt to changing priorities within the areas of finance, human resources, and general administration. Collective bargaining experience with labor unions is ideal as normal labor negotiations occur on a recurring basis. Past success with Proposition 218 rate changes would be an excellent supplement to having general knowledge of budgeting and capital financing, especially from an enterprise fund perspective. A mark of success would be positively engaging with external personnel such as auditors, neighboring local government and special district agency staff, and the public in this customer service-oriented role. CPA, CPFO, and/or SHRM professional designations are very desirable.

The District has a culture of innovation and environmental stewardship and strives to focus on efficiency and sound decision making given the small, close-knit District Team. The best candidates will bring attributes to the table that obviously resonate with these particular District qualities.

Other critical traits and abilities include:

- » Acute attention to detail to ensure quality work products.
- » Solid habits and methodology for documenting processes and general records.
- » Exemplary writing to persuasively, concisely, and accurately convey information.
- » Strong oral communication and interpersonal skills necessary to translate technical concepts to all levels of audiences
- » Ability to create and develop positive relationships with staff, organizational leadership, and stakeholders.
- » Keen situational awareness and advanced planning so as to not only read the room, but also maintain long range procedural sensitivity.
- » Wholesale ownership of work, including regularly finding opportunities to improve operations, and seeing one's work as a representation of personal standards.
- » Adaptability to different workstyles for optimum team performance.
- » Aspirational dedication and vision in order to not only facilitate personal growth, but inspire others as well.
- » Creative problem solving 'outside the box' whenever appropriate.



COMPENSATION

The salary range for this position is **\$129,212 to \$200,449** (includes a 3.5% COLA effective July 1, 2020) depending on experience and qualifications. The District provides an excellent array of benefits:

- » Included in the salary range is certification pay of 5% for dual certification and an additional 5% for triple certification for credentials and certifications that benefit the District as determined by the General Manager.
- » Retirement – The District participates in the California Public Employees' Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62. Employees pay 8% of salary toward the cost of PERS retirement benefits.
- » Health Insurance – The District participates in PERS/Medical and covers the premium up to the Kaiser Family Rate. Dental coverage of up to \$2,000 per year, per person and vision coverage is also available. Retiree medical benefits are available after ten years of service upon retirement from the District.
- » Social Security and Medicare – The District participates in these programs.
- » Time Off – Employees receive 14 - 24 vacation days per year based on years of service, ten holidays per year, and 12 days of sick leave. Management staff receive 80 hours of administrative leave per year.
- » Professional Development – Employer covered costs for a wide variety of training opportunities.
- » Other – Auto allowance, Life Insurance, Long Term Disability Insurance, Longevity Pay, Deferred Compensation, and a Flexible Benefits Plan are available.

APPLICATION AND SELECTION

The position is open until filled with the first review of resumes on **Friday, June 12, 2020** – early applications are encouraged. To be considered for this exceptional opportunity, please submit your resume (including dates of employment plus number of staff and budgeted dollar value managed), cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) to: <https://executivesearch.cpshr.us/JobDetail?ID=652>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. It is anticipated that a selection will be made following final interviews and the completion of comprehensive reference and background checks.

For more information contact:
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