



VALLEJO FLOOD & WASTEWATER DISTRICT

FINANCE DIRECTOR





THE COMMUNITY

Vallejo Flood & Wastewater District (District) serves the City of Vallejo and unincorporated areas of Vallejo. The District serves a population of more than 120,000 and is situated near major metropolitan cities such as San Francisco and the State capital of Sacramento. The area boasts a diverse community with a wealth of history, culture, attractions, and events. Residents enjoy a multitude of outdoor and recreational activities as well as the historic downtown and waterfront, shopping, and restaurants. The District is committed to the community they serve.

THE ORGANIZATION

The District is an independent special district created by the State of California in 1952 governed by an eight-member Board of Trustees. The District's mission is to provide quality wastewater and flood control services to the Vallejo community in order to protect the public's health, safety and the environment.

The District employs approximately 88 full time employees working in Administration, Engineering, Environmental Services, Finance, Field Operations, Human Resources, Plant Operations & Maintenance, and Safety/Risk Management.

The fiscal year 2018-19 operating budget is approximately \$46.9 million, and the average annual capital budget is \$15.0 million. The District's fund structure is comprised of three enterprise activities: wastewater, storm water, and upper lateral program. The District continues to be financially stable and has the necessary resources to achieve its goals.

The District encourages a culture of collaborative intra and interdepartmental partnerships. The development of strong relationships between all levels of staff, as well as with the District's customers and community, is highly valued.

The current management team is a well-established group of professionals eager to enhance each other's performance to ensure the best possible service to the community. The Finance Department is looking for leadership to strengthen their service to the organization and ensure the fiscal health and financial sustainability of the District.

THE FINANCE DEPARTMENT

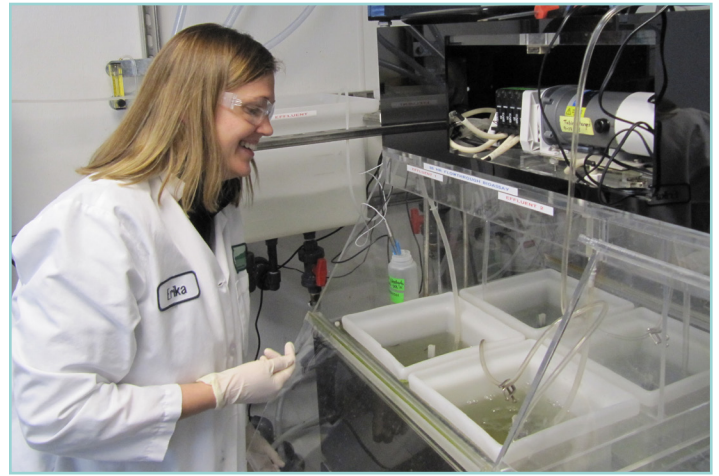
The Finance Department develops financing plans and manages financial systems in support of District goals and objectives. The department is responsible for performing the following functions: financial reporting, cash and investment management, utility billing and customer service, debt management, capital assets management, and purchasing. The Finance Department currently has 8 full-time positions, including the Director.

THE POSITION

The Finance Director is an executive management position that reports to the District Manager and is responsible leading all finance activities including: accounting and reporting, strategic planning, budget, audit, customer service, debt, investments, and purchasing. As a member of the District's senior leadership team, the Finance



Director is a key advisor to the District Manager, Board of Trustees and department directors on all financial matters and has primary responsibility for leading District financial activities in support of policies, goals and objectives established by the Board of Trustees. The Director supports the strategic vision of the District and articulates the District's financial interests and issues clearly and succinctly to internal and external stakeholders. The Director must stay in tune and address the financial needs and goals of the respective departments to keep their projects going. In performing these duties, the Finance Director must maintain effective working relationships with all relevant stakeholders including departmental management, staff, the Board of Trustees, the City of Vallejo and, members of the financial community. The Director is at will during the twelve-month probationary period and then becomes a "for cause" member of the District's Management Association.



KEY PRIORITIES

- Develop a fiscal plan to pursue and secure \$25 million in project financing for the District's new pump station and CIP initiatives.
- Complete a stormwater rate study and long-term financial plan which includes the ongoing maintenance and construction costs to meet stormwater regulations.
- Assess the District's financial business needs, recommend and procure a new financial software system.
- Conduct a financial policy review and update/revise as appropriate.

Specific Duties Include:

- Provide effective leadership and management for the department in a manner that actively demonstrates a commitment to the District's mission, core values, principles of continuous improvement, and safety programs with openness to new, innovative approaches.
- Review, develop, interpret, implement and monitor District financial and administrative policies, internal controls, rate studies, and long-term financial plans.
- Oversee development of financial and other documents including budget, comprehensive annual financial report, investment reports, rate notices, actuarial reports, agenda materials, and presentations.
- Administer existing debt; issue new debt in the form of bonds, grants, or loans as required for capital improvement program funding.
- Manage the District's investment portfolio in accordance with regulatory requirements and District Investment Policy, update as warranted.
- Establish and manage District procurement policy including signing authority levels, purchasing practices, and contract development in conformance with legal counsel recommendations and risk management guidelines.
- Ensure compliance with applicable regulatory requirements, governmental accounting and financial

reporting standards and other legal requirements relating to sound financial and administrative operations consistent with principles of good stewardship of public funds.

- Represent the District in the presentation, discussion and exchange of information on finance related matters to the Board, public, regulatory agencies and business partners.
- Actively promote the District's focus on customer service excellence and respectful communications to build strong work relations, both internally and externally, emphasizing productive and prompt resolution.

THE IDEAL CANDIDATE

- A working Director and practitioner who is personable has an approachable leadership style with a willingness to be visible and interact with employees at all levels.
- Solid accounting background, including a firm understanding of government finance law and government investments.
- Practical experience with financial management, government accounting, generally accepted accounting principles (GAAP), rate-setting, budgeting, auditing, long-term financial planning, internal controls, investments, public retirement systems, and purchasing.
- A people centric leader who mentors and develops staff at all levels to succeed and ensures professional conduct and accountability by all;
- Develops strong relationships with peers and subordinates to build and maintain constructive and collaborative teams, reasonable goals and develops a plan to achieve goals while ensuring routine activities continue productively for themselves and their staff members;
- A sophistication in business finance to translate and present financial concepts to non-financial individuals;
- Customer service focused and a collaborative partner who works with their team and Department Heads to achieve department and District-wide financial goals and problem solve;

- An exceptional communicator who listens to and achieves understanding in communications with others and expresses him/herself in a clear, constructive manner;
- Exercises solid professional judgement, reasoning and decision-making skills
- Team player who is firm and fair, while being flexible and collaborative.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited college with major coursework in accounting, finance, public or business administration.
- Minimum of seven (7) years of increasingly responsible financial management experience in a public entity environment such as a special district, municipality, or county performing accounting, operational and capital program budgeting and forecasting, development of financial statements, procurement and contract administration.
- Four (4) years of experience in a supervisory or management capacity
- Proficiency with business office and financial accounting software applications.

Desirable Qualifications

- 8 - 10 years of experience in finance, with 5 - 10 of those spent in public sector service is desirable.
- 5 - 10 years of experience in supervision and managerial experience, including performance management and accountability.
- Audit Experience
- CPA and/or Masters Degree



Compensation

The salary range is **\$186,667.63 - \$205,800.95** annually. Annually, salaries are increased a minimum of 2% based on the CPI for April each year. All employees contribute 2% yearly toward an Other Post-Employment Benefits (OPEB) fund for retirement health benefits.

Benefits

The District offers a generous and competitive benefits package under the management agreement: https://www.vallejowastewater.org/Site_PDFs/Benefit_Matrix_Mgmt.pdf.

SELECTION PROCESS

The Finance Director recruitment is being conducted on a regional basis. All written materials received will be screened and evaluated by The Hawkins Company. The most highly qualified candidates will be invited to participate in an on-site selection process.

HOW TO APPLY

To be considered for this opportunity, please submit your resume and cover letter electronically to finance.director@thehawkinscompany.com, Resumes received by **October 25, 2019** will receive first consideration. The position is open until filled. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant human resources accomplishments. Preference is for an electronic submission. However, materials may be mailed to:



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Confidential inquiries are encouraged and should be directed to Ms. Brett Byers, 323-403-8279, brett@thehawkinscompany.com, and Ms. Daphne Le Blanc, 818-399-5787, daphne@thehawkinscompany.com

Vallejo Flood & Wastewater District is an equal opportunity employer All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status, age, veteran status or sexual orientation.

