

# Administrative Services Manager

*This recruitment represents an exceptional opportunity for a well-rounded professional with financial management skills to join a utility district well-known for its progressive culture.*



## THE DISTRICT

Las Gallinas Valley Sanitary District is located in the Las Gallinas Valley of Marin County, California between San Rafael and Novato. The District's wastewater treatment and recycling facilities are located on over 400 acres adjacent to San Pablo Bay. 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 built in 1958, 1972, and 1984. The latest expansion increased the average dry weather capacity to 2.9 million gallons per day with ponds to hold treated wastewater and spray fields that allow the District to seasonally withhold discharge.

Today, the District manages the wastewater treatment plant, approximately 105 miles of collection lines and other aspects including solar generation, energy recovery, a garbage franchise encompassing all areas within the District excluding the City of San Rafael customers, and a multi-faceted reclamation project which includes producing recycled water for the neighboring North Marin Water District, a freshwater marsh, irrigated pastures, storage ponds and saltwater marsh – all of which are home to area wildlife, and provide access and recreation for the public.

Given the unique low-lying creek and bayside location of the District's service area, strict attention is given to the treatment process and green environmental protection practices are an ongoing goal of the District. During the summer non-discharge season (no discharge to San Pablo Bay via Miller Creek between May and October), approximately 2/3's of the District's treated effluent is recycled by Marin Municipal Water District (MMWD). This recycled water is then utilized within the District's service area and the remainder of treated effluent is utilized at the District's irrigation pastures. The District has received recognition and many awards for environmental and educational programs and is known for being innovative and proactive. The District has 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](http://www.lgvsd.org)**



## THE POSITION

The Administrative Services Manager reports to the General Manager and will directly supervise two staff members – the District’s total staffing exceeds 20 personnel. This position manages a wide array of administrative services functions including accounting, budget, human resources, risk management, procurement, 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 monitoring;
- » 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;
- » Overseeing procurement activities, particularly with regard to sizeable capital infrastructure construction;
- » Helping to develop goals and policies for organizational health and regulatory compliance;
- » Implementing technology solutions with the assistance of external contractors.

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

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

Candidates must possess a Bachelor’s Degree with major coursework in business management, accounting, public administration, or a closely related field. Five years of increasingly responsible experience managing and/or supervising accounting and/or administrative services functions is also required.

## 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 would be helpful as negotiations will be taking place next year. Past success with Proposition 218 rate reviews 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 in which an engaged mind would be a valuable addition to the small, but close-knit team. Environmental stewardship is another overarching theme that best fit candidates will appreciate in addition to the high quality of life offered in the area. Amenities include excellent school districts, recreation such as hiking, kayaking, and golfing plus close proximity to San Francisco arts, culture, and sports activities.



## COMPENSATION

The salary range for this position is **\$120,912 to \$187,574** 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, nine holidays per year, and 12 days of sick leave. Management staff receive 10 days 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, October 19, 2018** – 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://secure.cpshr.us/escandidate/JobDetail?ID=393>

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:  
Josh Jones  
CPS HR Consulting  
Tel: 916-471-3301  
Email: [jjones@cpshr.us](mailto:jjones@cpshr.us)  
CPS web site: [www.cpshr.us/search](http://www.cpshr.us/search)

