

MANAGER OF ADMINISTRATION, FINANCE AND BUSINESS SERVICES

San Benito County Water District

(Hollister, CA)





THE WATER DISTRICT

San Benito County Water District (SBCWD) supplies imported water from the Central Valley Project (CVP) to the Hollister Urban area and agricultural lands under contract with the United States Bureau of Reclamation (USBR). Approximately three-fourths of SBCWD's allocation of 42,000 acre-feet of imported water is used for agricultural irrigation. The remaining quarter is available for municipal and industrial uses. Water collected from the Central Valley Project is treated at two District-owned surface water treatment plants and delivered to the City of Hollister and the Sunnyslope County Water District (SSCWD). The drinking water that the District delivers to these agencies ultimately goes to the City of Hollister's Reclamation Plant and becomes recycled water. Local farmers then use this reclaimed water for irrigation.

Additional water resources are available via water rights from the Hernandez Dam and Reservoir, the San Benito River System and Dos Picachos Creek. These sources are diverted, percolated into the groundwater basin, and later recovered through wells. To meet demands, the District periodically participates in transfers or water purchases from other agencies.

The water that SBCWD supplies the community is collected, stored, treated and delivered through a complex array of systems and facilities including 8 pressure reducing turnouts, 4 pumping facilities, 11 percolation sites and the 10,000 acre-foot San Justo Reservoir. A computerized telemetry system aids in delivering water through over 170 miles of buried pipe. SBCWD also shares the Pacheco Tunnel, Pacheco Pumping Plant and Pacheco Conduit with the Santa Clara Valley Water District via agreements with USBR.

The District has been in a long transition from a predominantly agricultural provider as recently as the 1990s to an increasingly suburban provider. Both agricultural and urban customer communities are sizable and important. SBCWD is governed by an elected five-member Board of Directors and administered by the General Manager.

THE POSITION

This is an exciting time to join the San Benito County Water District! The Manager of Administration, Finance and Business Services will manage the financial aspects of the District's role in shaping California water policy, regional water programs, and future water supply development initiatives by overseeing a \$20 million budget, \$100 million of water supply projects, and a significant investment portfolio.

The person who fills this highly responsible position will plan, organize, direct and coordinate the District's financial activities to include very complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports, development, implementation and revision of accounting systems, procedures and internal controls, and coordination of the outside audit process. In addition to accounting, the Manager will oversee information technology services, utility billing, customer service, procurement, contracts, and budget preparation. They will also serve as Chief Financial Officer for the District, manage the Water Office (customer service department), and provide oversight to the human resources and water conservation functions. Primary responsibilities include:

- Planning and coordinating preparation of the District budget and monitor revenues and expenditures throughout the year, including budget guidelines and projections; attending budget meetings, preparing supporting documentation such as spreadsheets and graphs.

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- Performing a variety of complex financial duties in support of accounting and financial reporting; overseeing the establishment and administration of the financial control systems.
- Investing District funds and managing investment activities; analyzing, researching and studying investment opportunities by keeping current on the development of legislation affecting the District's financial status and functions.
- Providing technical advice to the Board of Directors, General Manager and District staff in financial and accounting matters; making presentations regarding agenda items and resolutions.
- Forecasting future financial trends and economic impacts that may affect District operations.
- Managing the preparation of a variety of required monthly, periodic and annual financial and statistical reports, accounting summaries and management reports.
- Overseeing financial reporting and auditing activity with external auditors and other agencies; researching, compiling and analyzing data; preparing reports as required, including the preparation of audit schedules and confirmations; responding to inquiries from auditors, providing information as needed.
- Providing professional, technical accounting and budget advice to District staff; coordinating activities with other departments; assisting in special projects as assigned, including preparing financial reports and other information required by District staff and external agencies.
- Overseeing development and maintenance of the automated financial management system.
- Overseeing preparation of schedules of direct and indirect cost allocations for cost centers.
- Overseeing the selection of staff; provides for training and development; reviewing and approving performance appraisals and recommendations for disciplinary actions, wage and salary actions, promotions, and related employment actions.
- Reviewing the impact of new developments, impact fees, capital improvement, regulations and technology changes.
- Administering the District's programs related to the issuance of bonds, grants and loans.
- Preparing and directing the preparation of a variety of correspondence, reports, procedures and other written materials.
- Overseeing the customer service function of the District including billing, water allocation accounting and customer inquires.
- Overseeing the Water Conservation department which administers the conservation related programs for the County, including rebates, education, and public outreach.
- Maintaining and directing the maintenance of working and official departmental files.

Additional information can be found in the District's **Comprehensive Annual Financial Report**.

THE IDEAL CANDIDATE

The ideal candidate possesses a deep understanding of governmental accounting, is adept at financial forecasting and planning, and is highly skilled at balancing a multitude of priorities simultaneously. They closely monitor day-to-day activities and details while also demonstrating the desire and ability to see the big picture.

The best-qualified candidate is a self-starter with strong organizational, administrative and analytical skills and abilities. They are highly professional, completely reliable, and have a business-like demeanor. They are an excellent communicator who is adept at managing staff and consultants and prioritizing work. They are open and honest with management, skilled at building alliances within other agencies, and committed to living in the community they serve. Above all, this person will be devoted to ensuring that District's customers receive excellent customer service.

Qualifying Education and Experience:

Any combination of education and experience that would provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is completion of a Bachelor's degree from an accredited college or university with major coursework in economics, finance, business management, public administration or closely related field PLUS seven (7) years of increasingly responsible experience in accounting and finance to include purchasing, investments, cash management, internal audit control, and debt issuance with at least five (5) years at the management/supervisory level. A Master's degree in Public Administration or Business Management is preferred. Experience in a public agency setting is highly desirable.

COMPENSATION & BENEFITS

The salary range for this position is \$155,000 to \$175,000 per year, DOQ. The District also provides its employees a variety of benefits, including:

- Paid vacation, sick, personal and bereavement leave
- Management Leave
- 11.5 paid holidays per year
- CalPERS defined benefit (pension) retirement program
- Health, dental and vision coverage
- Life insurance
- Flexible spending programs
- Retirement Health Savings Account
- Professional development opportunities
- Employee Assistance Program

HOW TO APPLY

Apply on-line at www.alliancerc.com by **January 24, 2022**. For questions and inquiries, please contact Cindy Krebs at ckrebs@alliancerc.com or 562-901-0769 x 336.

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THE COMMUNITY

Hollister is the largest city in San Benito County with a population of about 37,000. While still small, it was one of the fastest growing communities in the state over the past decade. The growing suburban population intermingles with long established farms and orchards.

The weather is moderate due to the ocean breezes that make their way inland to Hollister. Many people say one of the best things about living in Hollister is that it is close to popular beach cities like Santa Cruz and Monterey Bay and also major urban centers like the South Bay and San Francisco while maintaining that hometown feel.

San Benito County (pop. 65,000) is home to Pinnacles National Park and a section of the Juan Bautista de Anza National Historic Trail. Because of its strong agricultural roots, there is an active Farmer's Market in the summer months and a thriving annual County Fair. The gross value of agricultural production in the county is \$338 million.