DIRECTOR OF ADMINISTRATIVE SERVICES

Recruitment is open until filled. This recruitment is subject to close at any time without notice. Applicants are encouraged to apply as soon as possible. First review of applications will be November 9, 2020. Salary range: $166,046 - $207,584

THE ORGANIZATION: The Fairfield-Suisun Sewer District (District) is a special district which serves all territory within the cities of Fairfield and Suisun City. It was formed by an act of the California State Legislature on May 5, 1951. The act defined the District’s boundaries as the boundaries of the cities. Any territory annexed to either city is also annexed to the District, and in general, no property can be served by the District if it is not in either city. The District has 60 FTE’s, has broad powers to finance, construct, and operate systems for the treatment, collection and disposal of sewage, stormwater, and recycled water systems within the District’s jurisdiction. Its 10-member Board of Directors consists of the members of the city councils of the two cities. The Board president is elected by the Board from among its members. The District’s day-to-day operations are managed by the General Manager, who reports directly to the Board of Directors.

THE DEPARTMENT: The Finance and Administration Department has 5 FTEs as follows: Director of Administrative Services, Senior Accountant, Finance Technician and two Senior Office Assistants. The Finance Department has several areas of responsibility, including General Accounting, Cash Management, Miscellaneous Accounts Receivable (sewer service billing and collection is contracted out with cities of Fairfield and Suisun City), Accounts Payable, Payroll, Budget, and Debt Services. It provides accurate accounting of all revenues and expenses, including preparation of financial statements, annual budgets, financial forecasting, cashflow management, other financial reports, and overall responsibility in the development of the comprehensive annual financial report.

THE POSITION: The Director of Administrative Services is a hands-on department head appointed by and reports to the General Manager. Under the General Manager's administrative supervision, the Director plans, organizes, manages, and provides direction and oversight for all functions and activities of the Finance, Human Resources, Office Administration Departments. Responsibilities include preparing reports, making public presentations, and serving on various internal and external committees, boards, and task forces. This vital position analyzes the District's financial status and makes recommendations to the General Manager and Board of Directors. The Administrative Services Director coordinates the development of the District’s biennial budget and oversees annual audit and preparation of the comprehensive annual financial report.
**Ideas Candidate Profile:** Must possess a proficient understanding of public and private sector finance. Must convey a high degree of credibility and maintain a reputation as knowledgeable and reliable. Ideal candidate will be flexible and adept at balancing a multitude of priorities. Must be attentive to day-to-day activities and details while also demonstrating the desire and ability to see the big picture – a versatile manager who is committed to continuous improvement. Ideal candidate will be high energy professionals who accurately anticipate challenges and opportunities. Ideal candidate will be exceptional manager with proven histories of attracting and retaining top talent. They will have demonstrated success in creating and maintaining healthy and cohesive teams, both within their Department and cross-functionally. The individual selected will be sensitive to the importance of workplace culture and the need to keep even routine work rewarding and enjoyable. The Director will have extensive opportunities to interact regularly with the General Manager and other departments. To that end, they must take pride and ownership in the success of the division, Department, and District as a whole. Also, the Director must show personal interest in continuous learning and foster that same interest and curiosity among his/her staff. They shall be familiar with relevant technology and applications that add value to operations and aspects of the customer experience. Along those lines, comfort and confidence in one's ability to manage change effectively are essential.

**Ideal Candidate Experience and Training:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience: Five to seven years of increasingly responsible experience in private and/or governmental finance, accounting or auditing with five years of supervisory responsibility.

Training: Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in accounting, finance or related degree. Licenses/Certificates: CPA or MBA (or equivalent) license desirable.

**Qualifications:** Knowledge of: • Principles and practices of local government budgeting and financial administration including accounts payable and receivable, payroll, budget, general ledger, and financial reporting. • Generally accepted accounting principles. • Rules, regulations, policies and procedures private or public agency accounting practices. • Methods and techniques of internal auditing and accounting. • Treasury and debt management. • Advanced mathematical principles and practices. • Modern accounting and financial systems, applications and services. • Principles and practices of budget preparation and administration. • Principles of supervision and performance evaluation. • Principles and procedures of financial record keeping and reporting. • Pertinent Federal, State and local codes, laws and regulations. Ability to: • Plan, supervise and direct the District's accounting operation. • Develop, analyze, interpret, and explain financial policies and procedures. • Prepare accurate and timely financial statements, reports and analyses. • Correlate and use a large volume of written and numerical data. • Oversee, direct, and coordinate the work of lower level staff. • Select, supervise, train, and evaluate staff. • Participate in the development and administration of goals, objectives and procedures. • Prepare budgets. • Establish and maintain sound fiscal procedures and records. • Apply advanced technologies to modernize operations. • Communicate clearly and concisely, both orally and in writing. • Establish and maintain effective working relationships with those contacted in the course of work.