

SOUTH COAST WATER DISTRICT



ANNOUNCING A SELDOM AVAILABLE EMPLOYMENT OPPORTUNITY

(Incumbent is retiring after years of outstanding service)

CHIEF FINANCIAL OFFICER

DEADLINE TO APPLY

March 13, 2017

Recruiting Services
provided by
Koff & Associates

The Opportunity

Do you have the passion to make a tangible difference in creating a Premier Water District unsurpassed in customer service, reliability, environmental stewardship and organization excellence?

Are you a results-oriented, Top Tier self-starter?

Do you have the right stuff to enable a high performance organization?

Are Leadership, Accountability, Integrity, Customer Service, and Teamwork more than just words to you?

If this describes you, South Coast Water District invites you to join our team of dedicated professionals – much will be expected of you!

South Coast Water District is seeking qualified applicants for the full-time, executive level, non-merit system, employment contracted position of Chief Financial Officer (CFO). This **hands-on** position reports directly to the General Manager and is a member of the Senior Executive Team. The incumbent is the District's financial subject matter expert, leads financial affairs, and protects financial integrity and resources. The CFO leads the Finance Department including Finance, Customer Service, and the Administrative Services Divisions.

The role requires an exceptional level of public sector, rate-for-services financial expertise and high level of attention to detail. The incumbent is accountable for accomplishing specific and varied goals and objectives, and for furthering District goals and objectives.

This is a roll-up-your-sleeves, and make-positive-things-happen position. The General Manager expects exceptional performance from the incumbent across-the-board.

The incumbent ensures that her/his activities are aligned with and support South Coast Water District's policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

The incumbent serves as the financial subject matter expert for the District and is responsible for leading the financial affairs of the District and protecting the financial integrity and resources of the District. The incumbent leads, plans, organizes, directs, oversees, coordinates and reviews the work of staff performing difficult and complex professional, financial, technical and office support functions related to all programs and activities of the Finance Department including the Finance, Customer Service and Administrative Services Divisions; administers current and long-range financial planning activities; manages the effective use of the Department's resources to improve organizational productivity and customer service; provides highly complex and responsible administrative and professional support to the General Manager and Board of Directors in areas of expertise; and performs related work as required.

The Community

South Coast Water District serves communities in the beautiful coastal area of South Orange County, often referred to as the "California Riviera" which includes Dana Point, South Laguna Beach, and portions of the cities of San Juan Capistrano and San Clemente. The District's administrative offices are located in the South Laguna area with water and sanitary operations buildings in the immediate eight square mile area. Approximately 80% of the District's ratepayers live or work in Dana Point.



Dana Point is a coastal community featuring world renowned beaches with the harbor as its centerpiece. Residents and visitors enjoy a multitude of ocean and beach activities, as well as gourmet restaurants, unique shops, art galleries, and activities for the whole family at the Ocean Institute.

The South Coast Water District is committed to the communities it serves. Each year, employees spend countless hours giving back to the community through charity, education, and simply lending a hand when needed.



The District

The District was formed in 1932 to provide water service to a mostly unincorporated and relatively undeveloped area along the south Orange County coast. Today, the District serves about 40,000 full-time residents, 1,000 businesses, and more than 2 million visitors per year with potable water, recycled water for irrigation, and sanitary sewer service. The District provides services to a 2,500-boat marina, a major state park, and three 5-star resorts and numerous upscale hotels.

The District's mission: "We are entrusted by our community to provide water resources essential for sustaining life". A five-member elected Board of Directors oversees policy-making, financial stewardship, rate-setting, capital programs, and long-term planning. The District's top priorities include: executing the Tunnel Stabilization and Pipeline Replacement Project; planning for a Desalination Facility; executing a five-year Capital Improvement Program; participating and partnering in regional initiatives; and, implementing Leadership Development.



Important Application Information

To apply for this opportunity, please visit Koff & Associates' website at www.koffassociates.com.

The deadline to apply is March 13, 2017.

The South Coast Water District is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



The Ideal Candidate Will:

- ❖ Serve as a role-model and supporter of the District's Vision, Core Strategies, Core Values, annual Top Priorities and the Leadership Team's journey as we create a premier water district.
- ❖ See the big picture of the District quickly, appreciate the challenges/issues encountered by the Operations and Engineering Departments, and understand operations.
- ❖ Possess outstanding leadership skills and abilities.
- ❖ Think strategically and provide operational insights.
- ❖ Possess outstanding communication skills.
- ❖ Be an analytics wizard.
- ❖ Hire only top-quality employees who are self-starters and fully support the District's change journey.
- ❖ Begin with an unsparing gap analysis of the Finance team.
- ❖ Possess strong people skills and personally engage with every employee in the Finance Department and throughout the organization.
- ❖ Develop talent by providing formal training, mentoring, and personal coaching.
- ❖ Possess the internal drive and passion for identifying specific goals and achieving them.
- ❖ Model and support the comprehensive Performance Management System ensuring bona fide SMART annual goals are established for all Finance Department personnel, and ensure two Quarterly reviews, Mid-Year Evaluation, and Annual Appraisals are completed on time.
- ❖ With integrity and presence, ensure that projects are aligned to create enduring value for our customers.
- ❖ Set the tone for transparency and candor, yet have the ability to form trusting relationships with all parties.
- ❖ Use his or her influence to shape the organization by making it stronger, more flexible, and resilient in the face of disruptions.
- ❖ Optimize business drivers, recognizing risks, trends, and opportunities including external threats.

Key Responsibilities

- Assumes full managerial responsibility for all services and activities of the Finance Department including finance, treasury, accounting, billing, customer service, and administrative services.
- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the department; establishes, within District policy, appropriate service and staffing levels.
- Develops and administers the District's operating and capital improvement budgets as well as the Finance Department's budget; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Provides for financial forecasting and planning; tracks the adopted budgets and prepares periodic budget reviews for submission to District departments.
- Selects, trains, leads, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; conducts, or ensures that quarterly performance and development sessions are conducted with each direct report and ensures each member of the Department.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Provides short and long term financial planning and debt management for the District, including coordination of debt issuance activities. Works with rating agency, financial advisor and outside bond counsel in the issuance of revenue bonds; reviews all bond documents and prepares information required for bond covenants; monitors the interest rate market to remain alert for refunding opportunities; stays abreast of laws and

regulations governing municipal financing and capital financing strategies.

- Establishes the District's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; coordinates the District's annual audits and responds to and implements audit recommendations.
- Performs District Treasurer duties; manages the District's investment portfolio and Reserve Funds; ensures that investments meet the District's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the Board of Directors; prepares annual District Investment Policy.
- Manages revenue collection programs including tax assessments, subventions, license or user fees, and other sources.
- Manages and participates in all activities related to the District's accounting function, including the accounting system, payroll, accounts payable, processing and issuance of checks and warrants, and cash receipts.
- Represents the Finance Department to other District departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to the Board of Directors and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect District or departmental operations; develops and implements policy and procedural changes.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.

Experience & Qualifications

- Bachelor's degree from an accredited college or university in finance, accounting, public or business administration, or closely related field. Master's Degree in Business Administration or Management is highly desired. Certified Public Accountant (CPA) certification is highly desirable.
- Minimum of ten (10) years of increasingly responsible professional background/experience in public sector finance, accounting, and administration. Five (5) years of experience in finance/accounting at a public district with a rate-for-service structure.
- Minimum of six (6) years of management/supervisory background/experience managing finance professionals.
- Valid California Class C driver's license with satisfactory driving record.

Compensation & Benefits

The annual salary range is \$175,000 to \$205,000, depending on qualifications and experience.

The South Coast Water District offers a generous benefits package:

Work Schedule: 4/10's Monday-Thursday

Retirement Program: 2% at 55 plan or 2% at 62 plan, depending on member's CalPERS status at time of enrollment.

Health, Dental and Vision Insurances: The District provides a comprehensive health, dental, and vision insurance program for the employee and eligible dependents.

Life Insurance: The District provides fully paid term life insurance in the amount of two times annual salary up to maximum of \$250,000.

Long-term and Short-Term Disability Insurances: The District provides paid disability insurances.

Leaves:

Vacation – 80 - 160 hours per year (negotiable).

Holidays – 7 holidays plus 3 floating days.

Sick – 96 hours/year

Deferred Compensation: The District provides a matching contribution up to \$1600 per year.