



SANTA BARBARA
METROPOLITAN TRANSIT DISTRICT

Director of Finance and Administration



THE DISTRICT

MTD's regional services are provided in the southern portion of Santa Barbara County, running from the Ventura County border in the east, to the western end of Goleta. The service area includes the cities of Santa Barbara, Carpinteria, and Goleta, and the communities of Isla Vista, Montecito, Summerland, and the Eastern Goleta Valley, connecting the local community and visitors to colleges and the University of California at Santa Barbara, the Santa Barbara airport, train stations, and major business hubs and destination spots.

Great people are MTD's most important asset and are essential to fulfilling our mission. A staff of approximately 200 employees provide the community with over 6 million trips annually, with 112 buses serving 42 transit routes (24 regular routes + 18 booster routes) at 719 bus stops. MTD is committed to our community, and we are looking for people who share our passion for service and enhancing the mobility of our riders.

MTD takes pride in its outstanding record of EEO compliance and commitment to diversity. As a progressive service provider and employer, MTD has a strong interest in maintaining its positive image and relationships with the public, our passengers, internal and external stakeholders, and federal and state regulators.

GOVERNANCE

A seven-member board of directors governs MTD. Two members are appointed by the County Board of Supervisors, two are appointed by the Santa Barbara City Council, one is appointed by the Goleta City Council, and one is appointed by the Carpinteria City Council. The seventh member, also known as the at-large director, is appointed by the other six members of the board.

Santa Barbara MTD Mission:

The mission of Santa Barbara Metropolitan Transit District is to enhance the mobility of South Coast residents, commuters, and visitors by offering safe, appealing, equitable, environmentally responsible, and fiscally sound transit service.

THE POSITION

Reporting to the General Manager, the Director of Finance and Administration is responsible for directing the district's financial services and fiscal operations, including the annual budget, forecasting, and asset management. The position is responsible for procurement and contracts, developing fiscal controls and systems, and grants management. The Director





of Finance and Administration leads a professional and administrative staff in the areas of Accounting, Payroll, Purchasing and IT, in support of MTD's vision, mission and priorities. The position has regular contact with state and federal agencies, local governments, and other stakeholders, and must coordinate work with various departments as it relates to accounting, budgeting, and all fiscal functions.

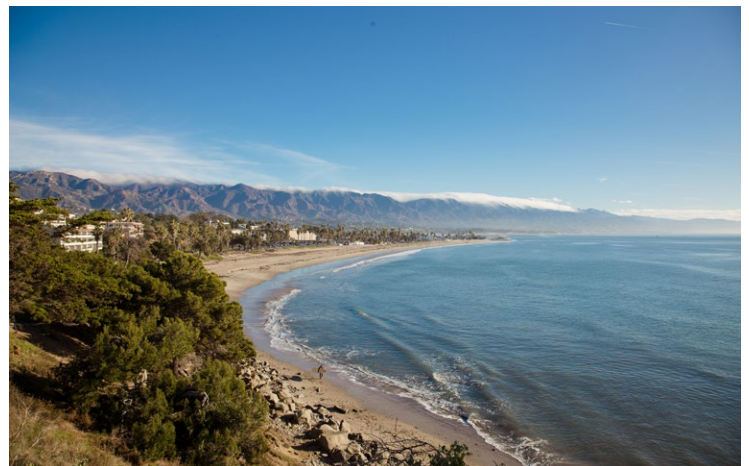
This position is a member of MTD's executive management team and supervises four direct reports with an overall staff of approximately nine.

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB).
- Principles, practices, methods, and procedures used in governmental accounting, POS, financial management, auditing, and budgeting.
- Local government roles, responsibilities, and processes and applicable federal, state and local laws, codes and regulations.
- Financial management and sustainability practices including financial statements and reporting, financial modeling, cash flow analysis, financial securities, financial risk measures, accounting requirements, and investment principles and management, budgeting and fiscal sustainability, and internal controls.
- Public meeting practices and laws, and public records management.

- Communication possessing both written and oral communication skills, with an ability to understand and speak to the concerns of others.
- Modern financial systems, applicable software and office methods, procedures, and equipment including the Microsoft programs (Excel, Word, and Outlook); including experience with financial system upgrades.

THE IDEAL CANDIDATE

The ideal candidate will be a hands-on working leader with a commitment to timely execution, accountability, and transparency. Excellent communication and interpersonal skills are required to engage and inspire direct reports and others, provide coaching, mentorship, and career development and to build a working environment of collaboration, teamwork, and trust. The successful candidate will have a proven track record making sound decisions, building realistic plans, and effective project management skills. The ability to facilitate and develop consensus with groups of diverse stakeholders, communicate complex technical issues and difficult realities knowledgeably and compassionately, and in understandable language and to a range of audiences is required, as is solid political acumen. The next Director of Finance and Administration will be a relationship builder with a calm demeanor, a willingness to think through problems, an active listener, have high integrity, and will be responsive to the needs of others.



QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in accounting, finance, business administration, public administration, or related field
- Eight (8) years of progressively responsible financial management experience, at least three years of which shall have been directly or indirectly in public transit (or similar organization).

Preferred:

- A Master's Degree in accounting, finance, business administration, public administration, or related field.
- Licensing as a Certified Public Accountant (CPA).

COMPENSATION PACKAGE

The salary range for this position is **\$120,000 - \$140,000 DOQ/DOE**

(A compensation study is being conducted currently to assess the current salary structure).

A comprehensive benefit package includes:

- Medical and Dental – \$40 employee contribution for up to full family coverage
- Vision – optional coverage
- 401(k) Retirement Plan – 10% employer contribution
- Life Insurance – \$50,000 coverage
- Holidays – 10 paid days per year
- Personal Days Off – 5 paid days per year
- Vacation – 80 hours after 1 year increasing to 200 hours after 20 years
- Sick leave – 80 hours accrued annually, no cap
- Employee Assistance Program (EAP)
- MTD bus pass including spouse and dependent children

APPLICATION AND RECRUITMENT PROCESS

This position will be open until filled.

MTD is looking to fill as soon as possible.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

koffassociates.com/director-of-finance-and-administration/

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Koff & Associates

A Gallagher Company

Frank Rojas

Phone (510) 495-0448

frojas@koffassociates.com

Website: <https://koffassociates.com>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to MTD. MTD will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



The Santa Barbara MTD is an Equal Opportunity Employer and Drug Free Workplace. MTD has established a policy and practice of recruiting, hiring, training, and promoting for all job classifications within MTD without regard to races, color, creed, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, veteran status, or any other protected class or consideration made unlawful by federal, state or local laws.

