



Koff & Associates
A Gallagher Company



CONTRA COSTA
WATER DISTRICT

Director of Finance

THE COUNTY

Contra Costa County is one of nine counties in the San Francisco-Oakland Bay Area covering approximately 733 square miles. The County has one of the fastest growing workforces among Bay Area counties and is rich in ethnic, cultural, and socioeconomic diversity. With a current population above 1.1 million, Contra Costa County is the ninth most populous county in California. The County includes 19 incorporated cities with varied urban, suburban, industrial, agricultural, and port areas. A large part of the County is served by the Bay Area Rapid Transit District (BART) mass transit system, which has helped enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, the University of California at Davis, Saint Mary's College, and various California State University campuses, are within driving distance.

Outdoor recreation within the County varies from hiking, biking, horseback riding, and camping in Mt. Diablo State Park and surrounding foothills to fishing, boating, and water skiing in the Sacramento-San Joaquin Rivers. Recreational areas, including the wine country of Napa and Sonoma Counties; the museums, galleries, and attractions of San Francisco; the picturesque seaside communities of Santa Cruz, Carmel, and Monterey; and the Sierra-Lake Tahoe mountain region are within driving distance of Contra Costa County.

THE DISTRICT

Based in Concord, California, the Contra Costa Water District (CCWD) delivers safe, clean water to approximately 500,000 people in central and eastern Contra Costa County. Formed in 1936 to provide water for irrigation and industry, CCWD is one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. In addition to providing drinking water to residences and businesses in the community, CCWD also serves approximately 15 major industrial customers and 25 agricultural customers in the area.

GOVERNANCE

CCWD is governed by five elected Directors, each representing a division of approximately 110,000 people. Each Director is elected to a four-year term. Elections are consolidated with the statewide election and held every two years in November on even-numbered years. Candidates must be registered voters and must reside within the District's service area.

THE POSITION

The Director of Finance plans, organizes, and leads the activities and operations of the Finance Department including rate setting, accounting, information technology, purchasing, conservation and customer service. This position is responsible for ensuring a focus on excellent customer service in coordinating assigned activities with other departments and outside agencies, and to provide highly responsible and complex support to the Assistant General Manager- Administration and General Manager. The Director of Finance reports to the Assistant General Manager-Administration - and exercises supervision over a staff of approximately 45, including seven direct reports. An understanding of water rates is extremely helpful.



This position requires as skill set and the ability to achieve the following:

- Develop, plan, and implement department goals and objectives in support of the District's mission and strategic goals; recommend and administer policies and procedures
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects, and programs; monitor workflow; review, evaluate, and continuously improve work products, methods and procedures
- Provide and implement policy and procedure updates, and process improvement for Finance, Purchasing, I.T., Conservation and Customer Service sections
- Improve and implement systems upgrades
- Budget preparation and administration
- Update the Ten-Year Financial Plan as part of the Capital Improvement Program (CIP)
- Direct, review, and participate in various studies; and make annual recommendations regarding water service rates, charges and fees, based on the Ten-Year Financial Plan
- Invest District funds prudently, consistent with the District's Investment Policy, in concert with the Assistant General Manager and Accounting Manager
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary
- Build and maintain strong interdepartmental relationships
- Provide leadership and guidance to staff, including employee development and mentorship

THE IDEAL CANDIDATE

The ideal candidate will be a creative and collaborative leader able to build a culture of innovation and continual process improvement, collaboration, and teamwork. The successful candidate will be a hands-on strategic manager with a proven track record of building and maintaining a high performing, team-oriented working environment. The Director of Finance



must be personable and approachable and work well with individuals at all levels of the organization. The ideal candidate must be an experienced manager who can hold staff accountable while cultivating an environment of mutual respect, and demonstrating a commitment to diversity, equity, and inclusion. The ideal candidate will exemplify personal integrity, political savvy, and dedication to public service.

Additionally, the successful candidate will have exceptional written and verbal communication and interpersonal skills.

QUALIFICATIONS

- Equivalent to a bachelor's degree in accounting, public administration, finance, or a related field. A master's degree is a plus
- Eight (8) years of increasingly responsible experience in professional accounting and financial management
- Three (3) years of significant administrative and managerial experience working in a large, public agency
- A CPA is helpful, but not required
- Proof of COVID-19 vaccination

SALARY AND BENEFITS

The salary range for the Director of Finance is \$207,168 - \$251,825.60 DOE

In addition to a competitive salary, for regular-status positions, the Contra Costa Water District offers an excellent benefits package as follows:

Unrepresented employee benefits include:

- Employer-paid medical, dental, vision, and life insurance
- Employer-paid short term and long-term disability insurance
- Voluntary participation in the Flexible Spending Accounts for dependent care and healthcare reimbursements
- Flexible Benefit of \$170 per month; equating to \$2,040 per year
- Voluntary participation in the 401(a) and 457(b) deferred compensation plans with up to a 5% employer match
- 11 paid holidays plus 8 hours of floating leave per year
- 110 hours of paid administrative leave per year
- 15 days of vacation accrual during the first two years; 17 days per year accrual from years two to four; with additional accrual increases thereafter
- 96 hours of sick leave accrual per year
- Employer-paid retiree health insurance for retiree and eligible dependents. All employees currently contribute 3.9% of base pay on a pretax basis for this benefit. Employees hired after January 1, 2016 are subject to a 10-year District-service vesting period to be eligible for fully paid retiree medical upon direct retirement from the District. The District contracts with CalPERS for medical benefits.
- A defined benefit retirement plan; reciprocity with CalPERS and CalPERS reciprocal agencies. (Reciprocal agency service does not count toward the vesting requirement for fully paid retiree medical.) The defined benefit is 2.35% at 55 for those with classic reciprocity. PEPRA employees are eligible for the 2% at 62 PEPRA defined benefit.
- Participation in Social Security and Medicare
- Extensive Wellness Program including 50% employer-paid gym membership

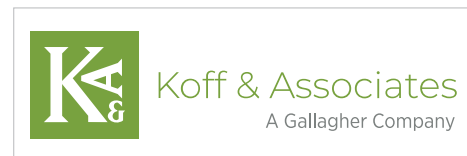
- Health Insurance Credit for eligible dependents who have other medical benefit coverage
- Educational Assistance Program up to \$3,000 per year per employee
- Employer paid Employee Assistance Program offering counseling and referral services
- Employees receive free admission to Los Vaqueros Reservoir that offers recreation areas, fishing, boating, and hiking trails.
- For additional information and the full details, eligibility, and provisions regarding the District's applicable benefits package, please visit:
<https://alliantbenefits.cld.bz/ccwd2021unit30benguide>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is **Friday, January 14, 2022.**

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: <https://koffassociates.com/director-of-finance-3/>

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:



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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 the CCWD. The CCWD 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.