



CENTRAL MARIN SANITATION AGENCY

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY



Administrative Services Manager



Central Marin Sanitation Agency is an equal opportunity employer encouraging workforce diversity.

The Opportunity

Central Marin Sanitation Agency (CMSA) is recruiting for an Administrative Services Manager position that is responsible for all aspects of the Agency's financial, administrative support, and information systems activities, and reports directly to the General Manager. This position functions as the Agency's Chief Financial Officer, Office Manager, and HR Administrator, and may be appointed as the Agency's Treasurer by the CMSA Board of Commissioners.



Marin County

CMSA is located in San Rafael, the commercial and governmental center of Marin County, just north of San Francisco.

Famous for its favorable climate, Marin County showcases many cultural and natural attractions. San Rafael offers a lively urban environment while retaining the ease and comfort of small town life. The city boasts a wide choice of entertainment and cultural activities and is home to several top rated schools. Marin County offers a wealth of recreational opportunities, including road biking in West Marin, hiking on Mt. Tamalpais and China Camp State Park, mountain biking on numerous beautiful trails, birdwatching at the bird and wildlife sanctuary, enjoying sun and surf at local beaches, or golfing at one of several golf courses with panoramic views of forests, untouched mountains, and cascading creeks. For more reflective outings, one may visit Mission San Rafael and the Falkirk Mansion and Art Gallery.

Marin County is only a twenty-minute drive from San Francisco, with all of its cultural and culinary flair. It's also the gateway to an immense variety of world-famous destinations – the giant redwoods, Napa and Sonoma's beautiful wine country, a number of national parks and seashores, and many charming towns.

The Organization

CMSA began operation in 1985 providing services to an area population of approximately 105,000, consisting of residences and businesses, and includes educational, hospital, and correctional facilities. In addition to wastewater and biosolids treatment and reuse, CMSA has successful organic waste receiving and renewable power delivery programs, and provides a variety of other environmental services to local agencies. These include the operation and maintenance of wastewater collection system infrastructure, leading an award-winning county-wide public education program, and regulating many different types of businesses in central Marin County.

CMSA's vision is to be a forward-thinking organization by providing innovative and effective wastewater services, capturing and utilizing renewable resources, and implementing sustainable solutions for an enhanced quality of life. CMSA believes quality service begins with quality people, and the professional staff focus their energy and expertise on providing excellent environmental services. CMSA is fully committed to the principle of continuous improvement, and achieves this through a multi-year strategic plan and annual support business plans.

The ideal candidate will...

- Be well-versed in all aspects of financial operations.
- Be skilled in addressing financial, management, organizational, and administrative issues.
- Bring strong leadership capabilities to solve problems, build consensus, provide effective feedback, and establish a climate of openness and mutual respect.
- Establish rapport and strong professional working relationships with internal and external stakeholders.
- Value teamwork and collaboration.
- Demonstrate commitment to the training and development of staff.
- Carry out management responsibilities in accordance with established policies and procedures.
- Enjoy working in a small office and helping to resolve various problems.
- Possess excellent verbal, presentation, and written communication skills.

Key Responsibilities

- Develops and directs the implementation of goals, objectives, and work activities for the Administration Department.
- Manages and implements financial controls and reporting in compliance with legal guidelines and Agency policies.
- Oversees the development and production of the Agency's budget and financial reports.
- Directs the processing of Agency payroll.
- Manages and prepares the Agency's financial statements and annual financial audit.
- Manages Agency risk management activities, including the procurement of appropriate insurance coverage.
- Plans, develops, implements, and administers the Agency's cash management and investment program in accordance with applicable state laws and the Agency's investment policy as adopted by the Agency Board of Commissioners.
- Performs, directs, and participates in long-term financial forecasting for the Agency.
- Interprets and applies the Agency's Personnel Policies and Procedures, Memoranda of Understanding with bargaining units, and state and federal employment laws.
- Advises Agency managers and supervisors on personnel matters.
- Administers the Agency's comprehensive employee benefits program.
- Oversees the management of the Agency's office information technology systems. Manages budget for acquiring and maintaining system hardware and software.
- Ensures timely and accurate installation and configuration of new and upgraded system hardware and software, test modules, databases, and other system modifications to ensure operational effectiveness.
- Ensures staff training on the use of new and modified hardware and software is provided.
- Manages Agency efforts to maintain secure access to Agency office IT systems.
- Serves as the Recording Secretary for the Board of Commissioners, as requested.
- Oversees the management of files and electronic documents in accordance with Agency policy on records retention.
- Supervises the administrative office in support of the General Manager, management team, and Agency staff.





Qualifications

- Four-year college degree with major course work in accounting, finance, economics, business or public administration, or a related field;
 - Seven (7) years of financial, administrative, or management experience in business or public administration, and needed relevant supervisory experience;
 - An advanced degree and/or certification as a CPA and experience in a public agency are highly desirable.
- **Health Insurance:** CalPERS medical for employees and dependents (based on the Kaiser Bay Area rate).
 - **Dental & Vision Insurance:** Fully paid by the Agency.
 - **Life Insurance:** The Agency provides fully paid term life insurance in the amount of \$100,000.
 - **Long Term Disability:** The Agency provides a fully paid long term disability program for the employee.
 - **Vacation Leave:** 0-3 years of employment = 10 days; after 3 years up to years = 15 days; after 7 years = 20 days.
 - **Sick Leave:** Accrued at one day per month (12 days per year).
 - **Administrative Leave:** Two weeks per year.
 - **Holidays:** 13 holidays per year (includes three floating holidays).

Compensation & Benefits

The monthly salary range is **\$17,336 - \$21,071**.

The Agency offers a generous and competitive benefits package including:

- **Retirement:** The Agency contracts with CalPERS for retirement benefits.
Classic Members: 2.7% @ age 55
PEPRA Members: 2% @ age 62
The Agency does not participate in Social Security.



Important Application Information

To be considered, please submit a resume, cover letter, and five work related references, at least three of which are current or prior supervisors (who will not be contacted in the early stages of the recruitment) to: www.KoffAssociates.com/admin-services-mgr-cmsa/

If you have any questions, please contact the recruiter at josh_boudreaux@ajg.com or at 510-901-0044.

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

RECRUITMENT SCHEDULE

Recruitment Opens: November 6, 2023

Apply By: 4:00 pm, December 11, 2023

**Tentative Interview Date:
the week of January 22, 2024**

Ideal Start Date: March 11, 2024