

LEADERSHIP • PARTNERSHIP • STEWARDSHIP

DIRECTOR OF FINANCE

Recruitment Announcement





THE EAST VALLEY WATER DISTRICT

Formed in 1954 and located in Highland, California in San Bernardino County, East Valley Water District (District) is a worldclass, award-winning organization, with a focus not only on providing safe and reliable drinking water but enhancing and preserving the quality of life for the community. The District provides water and wastewater services to residents within a 30.1 square mile area. This includes over 108,000 people within the cities of Highland and San Bernardino, portions of the unincorporated County of San Bernardino, the San Manuel Band of Mission Indians, and Patton State Hospital. The District has been the recipient of several awards including Top Workplace by the Inland News Group, GFOA Distinguished Budget Presentation Award and Outstanding Achievement, and District of Distinction by the Special District Leadership Foundation.

Because the district focuses on providing 2 services - water and sewer - East Valley Water District has put together a professional team of experts to operate and maintain both systems. The district has developed a straightforward management structure consisting of a Board of Directors that is elected by its customers, a general manager, and staff members. The Board of Directors consists of 5 members of the community who represent their neighbors.

To ensure the highest quality, they hire trained professionals to operate and maintain the district's facilities. This combination of elected representatives and water professionals working together provides the customers of East Valley Water District with efficient and cost-effective water and sewer operations.

The Sterling Natural Resource Center (SNRC) treats up to 8 million gallons of wastewater daily for recharge into the Bunker Hill Groundwater Basin. This state-of-the-art facility is a drought-proof recycled water supply, resulting in hundreds of millions of gallons of water stored for use in the Santa Ana River watershed.

To view the 2025-2026 Adopted Budget, go to:

<https://www.eastvalleywater.gov/media/3zlf0dfi/final-2025-budget-document-website.pdf>

TRANSPARENCY AND GOVERNANCE

The five-member Board of Directors are elected at-large and serve 4-year terms. East Valley Water District has established a culture of transparency, fiscal management, and good governance through its dedication to public service. The District has taken steps to make financial reports and other information easily accessible to the public by creating a Transparency Portal. The portal includes access to budget documents, compensation reports, financial audit, and other District related information.

DISTRICT VISION & CORE VALUES

STRATEGIC PLAN

In collaboration with the Governing Board, staff, and community members, the District has developed a Strategic Plan aimed at fostering a resilient, efficient, and effective organization. Adopted on October 23, 2024, the Strategic Plan ensures that all actions taken by the District are aligned with the direction approved by the Board of Directors.

View Plan: <https://www.eastvalleywater.gov/media/ogrdbrus/strategicplan-adopted-october-23-2024.pdf>

FIVE-YEAR WORK PLAN FISCAL YEAR 2025-26

The purpose of the 5-Year Work Plan is to facilitate collaboration and prioritization beyond the current budget cycle supporting the Strategic Plan. Key considerations include known planning cycles, regulatory guidelines, budgeting, projects that will require phasing over a number of years, and other critical actions necessary.

Learn More: https://www.eastvalleywater.gov/media/n5rbxq2u/final2025_5-yearworkplan.pdf

Vision: East Valley Water District aspires to be a beacon of excellence and innovation within the water industry. Through visionary leadership, we strive for a sustainable, transparent, and accountable future.

Mission: Provide our community with exceptional water and wastewater services by prioritizing sustainability, efficiency, innovation, and ongoing collaboration.

CORE VALUES

- **Leadership:** Motivating a group of people to act towards achieving a common goal or destination.
- **Partnership:** Developing relationships between a wide range of groups and individuals through collaboration and shared responsibility.
- **Stewardship:** Embracing the responsibility of enhancing and protecting resources considered worth caring for and preserving.

To learn more about East Valley Water District, go to:

www.eastvalleywater.gov



THE POSITION

The Director of Finance provides administrative direction and oversight for all functions and activities of the Finance Department, including finance, accounting, purchasing, and information technology programs and activities. This position implements financial strategies and plans, organizes and manages the District's financial affairs, including financial planning for capital projects, budgeting, accounting, cash management, project accounting, payroll processing, rate setting, and bond financing. In addition, the Director of Finance oversees and evaluates the operations of the Information Technology division, serves as the District's Treasurer, coordinates assigned activities with other District divisions, departments, outside agencies, and the public, and provides highly responsible and complex professional assistance to the General Manager/CEO in areas of expertise. Other related duties may be required as needed.

THE IDEAL CANDIDATE

The ideal candidate will be a strategic thinker, collaborative, and possess a broad knowledge of finance, fiscal planning, and a solid understanding of project funding, bonds, Cost of Service Studies, and Community Facilities Districts (CFDs). Excellent communication and interpersonal skills are necessary to build and maintain effective relationships with the Board of Directors, internal staff, partnering agencies, and the public. The successful candidate will be politically astute with the ability to articulate complex ideas in clear and concise language appropriate to different audiences. Knowledge of water issues including California's Proposition 218 process, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate will value the need for teamwork, employee development, and have a willingness to mentor, coach, and manage people and the creative process with inspiration. A successful candidate must show the capacity to multi-task and manage diverse activities, programs, and staff, while leading with diplomacy, inclusiveness, and positive motivational leadership.

The position requires a manager who is forward thinking, approachable, and committed to excellence. The ideal candidate will appreciate working in a positive work culture with a motivated staff, solid leadership team, and an environment where initiative and innovative ideas are welcomed.

KEY COMPETENCIES AND CHARACTERISTICS

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder, committed to excellence with a strong customer service ethic and the ability to empower employees, while also holding them accountable.

QUALIFICATIONS

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

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business or public administration, or a related field.
- Seven (7) years of increasingly responsible public sector management and/or administrative experience in finance and accounting.
- Three (3) years in a supervisory or management capacity.





SALARY AND BENEFITS

The salary range for the Director of Finance is **\$209,726 - \$254,946**.

THE DISTRICT OFFERS EXCELLENT EXECUTIVE LEVEL BENEFITS TO INCLUDE:

- CalPERS Retirement — The District contracts with CalPERS to provide the 2.7% @ 55 retirement formula with an employee contribution of 8% of annual salary for classic members. Under the Public Employees' Pension Reform Act (PEPRA), new members will be provided the 2% @ 62 retirement formula with an employee contribution of 8% of annual salary. The District does not participate in the Social Security program.
- Health Benefits — The District provides a Percentage Based Employer Contribution Plan (PBECF) which includes the following:
95% of health benefit premiums for employees and their qualified dependents up to the cost of the benchmark plan (Blue Shield for 2026) for the benefit year. The employee is responsible for covering the remaining 5% of the health benefit premium costs, and any additional costs incurred by selecting a health plan above the benchmark plan.
- The District will cover 100% of the employee's selected dental and vision plan premium for employees and their qualified dependents.
- Car Allowance — \$500/month
- Pay For Performance Program — Performance incentive program that allows for up to an additional ten percent of salary, aligned with the performance review cycle, to be paid out annually in lump sum form for exceptional performance. Employees are eligible for program upon completion of probation.
- Deferred Compensation Plan 457(b) — A 457(b) plan administered by CalPERS is available with a District match of \$250/month.
- Life Insurance — A term life insurance policy in the amount of \$150,000 is provided.
- Holidays — 14 paid holidays per year.
- Vacation Leave — Annual vacation leave will be earned at 104 hours per year and will increase after 3 years.

- Sick Leave — 117 hours per year.
- Administrative Leave — 64 hours per year.
- Employee Assistance Program (EAP) — A comprehensive EAP is provided to confidentially assist employees and their family members with finding direction in solving problems.
- Flexible Spending Account — Employees may contribute to a medical reimbursement account and/or dependent care reimbursement account to pay for unreimbursed medical and/or dependent care expenses with pre-tax dollars.
- Education Assistance Program — Continued education is encouraged and reimbursed up to \$5,000 per Fiscal Year.
- Employee Wellness Program — The District offers an on-site Wellness Center/Gym and locker rooms for all employees.
- 9/80 Flexible Work Schedule

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, April 17, 2026.

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/evwd-director-of-finance/>

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 District. The District 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.

