



ASSISTANT GENERAL MANAGER/ FINANCE DIRECTOR



\$210,000 - \$260,000 Annually



Koff & Associates
A Gallagher Company



THE DISTRICT

Stege Sanitary District provides essential wastewater collection services and has served its communities for more than a century. The District's work is grounded in public health, environmental protection, fiscal responsibility, and reliable service delivery.

The District is actively modernizing its operations, financial systems, internal controls, and governance practices while continuing to invest in long-term organizational sustainability. Its leadership team is focused on building an accountable, professional, and people-centered workplace that supports employees and strengthens service to the community.

THE POSITION

The Assistant General Manager will provide executive-level leadership, financial and operational oversight, and strategic support to ensure the District continues delivering high-quality public services. The position will serve as a key advisor to the General Manager and may serve as Acting General Manager in the General Manager's absence. The position is also expected to serve as District Treasurer, subject to approval by the Board of Directors.

Success in the role will be measured by the incumbent's ability to safeguard public funds, ensure regulatory compliance, and provide transparent, data-driven financial leadership. The position will oversee budgeting, accounting, treasury, rate modeling, long-term financial planning, and financial reporting, while also supporting capital and operational plans, strategic goals, service reliability, and regulatory compliance.



THE POSITION CONTINUED

Executive Leadership and Strategy

Support the General Manager in developing and executing Districtwide strategic plans, priorities, and performance goals; provide policy analysis and recommendations to the General Manager and Board.

Governance and Board Support

Prepare staff reports, presentations, and agenda materials for Board and committee meetings; help ensure compliance with the Brown Act, Public Records Act, and other governance requirements; and represent the District at public meetings, community events, and interagency collaborations.

Financial Leadership and Stewardship

Lead development of the District's annual operating and capital budgets; oversee financial forecasting, long-range capital planning, and reserve strategies; advise on financial trends, risks, and opportunities; and develop financial policies, internal controls, and fiscal procedures.

Accounting, Reporting, and Compliance

Direct accounting functions including accounts payable, accounts receivable, payroll, general ledger, and fixed assets; ensure timely preparation of financial statements; oversee annual audits; and ensure compliance with GASB, GAAP, state and federal regulations, and special district reporting requirements.

Treasury, Investments, and Debt Management

If serving as District Treasurer, receive and properly safeguard the District's financial assets; manage cash flow, banking relationships, and investment portfolios; oversee debt issuance, continuing disclosure, and compliance with bond covenants; and provide financial analysis for capital financing strategies.

Budgeting, Rates, and Cost Analysis

Lead rate studies, cost-of-service analyses, and fee schedules; support capital improvement program prioritization and funding strategies; and conduct financial impact analyses for policy changes, capital projects, and operational initiatives.

Procurement, Contracts, and Risk Management

Oversee purchasing, procurement compliance, and contract administration; ensure adherence to public contracting laws and competitive bidding requirements; and support risk management, insurance renewals, and claims coordination.

People and Culture Leadership

Provide leadership to managers and staff, fostering accountability, collaboration, and professional development; support labor relations, performance management, and workforce planning; and promote a culture of safety, transparency, and public service excellence.

Emergency Preparedness and Incident Response

Participate in emergency operations, continuity planning, and incident command activities, and serve in a leadership role during emergencies, disasters, or major service disruptions.



IDEAL CANDIDATE

The ideal candidate will be a confident, ethical, and highly capable public sector finance leader who can serve as both a technical expert and a trusted executive partner. The District is seeking someone who brings strong financial acumen, sound judgment, and the ability to work independently without requiring micromanagement.

The successful candidate will understand the importance of internal controls, audit readiness, financial transparency, and separation of duties. They will also appreciate the unique responsibilities of serving in a 24/7 public service environment and will be comfortable supporting an organization that is evolving its systems, practices, and culture.

Equally important, the ideal candidate will demonstrate strong interpersonal judgment, emotional intelligence, and professional integrity. This individual should be approachable, collaborative, and steady under pressure, with the ability to help foster a workplace culture where employees feel supported while also being held accountable.

QUALIFICATIONS

A bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or a related field is required. Candidates should possess seven to ten years of progressively responsible financial management experience, along with three to five years of supervisory or management experience.

Experience in a public agency, utility, or special district environment is required, along with knowledge of California special district laws, the Brown Act, and the Public Records Act. A CPA, CPFO, CGFM, MBA, or Master of Public Administration is desirable.

The ideal candidate will also bring strong knowledge of GASB, GAAP, and public sector accounting; experience with ERP or financial systems, budgeting software, and reporting tools; and advanced Excel and financial modeling capabilities.

COMPENSATIONS & BENEFITS

The salary range for the position is \$210,000 - \$260,000 annually

Health Benefits : The District provides health insurance. For eligible employees, this benefit begins on the first day of the calendar month following the employee's hire date and terminates on the last day of the calendar month following the employee's separation date.

Dental Plan: A fully-paid dental care program shall be provided to all regular full-time employees of the District. This benefit begins on the first day of the calendar month following 30 days of employment. For additional information regarding your dental plan, please refer to Delta Dental (via SDRMA) or contact Human Resources.

CalPERS Pension: The formula for classic members is the CalPERS formula "2% @ 55". The formula for "PEPRA" member is the CalPERS formula "2% @ 62."

457b Plan: For regular full-time employees of the District, there is an optional, employer-sponsored retirement plan called a 457b. It is designed specifically for state and local government workers and employees of certain tax-exempt non-profit organizations. It allows participants to defer a portion of their income into tax-deferred or Roth contributions. The 457b is currently managed by Nationwide. The District will match up to \$250/month to employee contributions.

Vacation: All regular, full-time employees earn paid vacation time from the first month of employment. The schedule is accumulated based on years of service. 80 hours for 1-5 years.

Holidays: 13 paid holidays and 4 floating holidays per calendar year.

Sick Leave: Full-time employees accrue leave at a rate of 8 hours per month



APPLICATION & RECRUITMENT PROCESS

The final filling date is August 28, 2026



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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/stege-sanitary-district-assistant-general-manager/>

For additional information, please contact:

Chelsea Freeman

510.570.3844

chelsea_freeman@ajg.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 consultant. Koff & Associates, a Gallagher Company, will report the results to the District. The District will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.