



**DIRECTOR OF
ADMINISTRATIVE SERVICES**
Citrus Height Water District, California

Recruitment Services Provided By



The Opportunity

The Citrus Heights Water District (CHWD) offers a distinctive career opportunity to public sector leaders who thrive in an environment that achieves results by developing people, improving processes, and delivering important quality of life projects to District customers. The next Director of Administrative Services will play a key role in District operations by providing effective leadership for CHWD's internal operations, including expert financial oversight, and working closely with the District's leadership team to implement Strategic Planning goals and objectives and other key District initiatives. This opportunity comes at a time of exciting growth for the District and the next Director of Administrative Services will enjoy being part of a very entrepreneurial leadership team focused on delivering the best possible service to its customers.



About the Citrus Heights Water District

The Citrus Heights Water District was founded in 1920, operating under the State of California Water Code. CHWD provides drinking water to an estimated service area population of 70,000 customers through more than 20,000 water service connections. CHWD's service area is 12.8 square miles, including portions of Citrus Heights, Fair Oaks, Orangevale, Carmichael, Roseville and unincorporated Placer County in the Greater Sacramento Region. CHWD has 38 full-time dedicated employees to operate and maintain its water system, ensuring high-quality and reliable water, while providing great customer service.

The District is governed by a three-member Board of Directors who are elected by District and appoint a General Manager. The 2023 CHWD annual operating budget is approximately \$16 million, and its 2023 Capital Improvement Budget is \$8.23 million.





Mission

It is the mission of the Citrus Heights Water District to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

Vision

The Citrus Heights Water District will continue to evolve as a dynamic provider of municipal water service to ensure that our customers receive the best value without giving it a second thought.

Core Values

- Integrity
- Teamwork
- Dependability
- Accountability
- Professionalism



The Community CHWD Serves

The Citrus Heights community is family friendly and features great schools, beautiful parks, a wide array of youth programs and numerous community events, in addition to many local shops and restaurants. Close to Sacramento, the region also enjoys the cultural, educational, and recreational amenities of a major metropolitan area.

The Sacramento area offers amenities that are attractive to those who enjoy an active lifestyle. Residents enjoy fishing and water sports in local waterways, snow skiing and related activities in the Sierra, trails and bikeways, wine tasting, and countless other outdoor activities. Sacramento is also home to an NBA franchise, along with professional baseball and soccer teams.

The Sacramento region is also home to numerous educational institutions, including California State University, Sacramento, the University of California, Davis, the McGeorge School of Law, four campuses of the Los Rios Community College District, and other two-year and four-year institutions are all located in the immediate area.

The Position

The Director of Administrative Services for the Citrus Heights Water District serves as a key member of the District's executive leadership team, serving as one of three department heads reporting to the General Manager.

The Director is responsible for supervising staff and consulting resources, and for planning, organizing, directing and reviewing the activities and operations of the Administrative Services Department, which includes customer service, finance, treasury/investment of District funds, Human Resources, Risk Management, Board Clerk, Information Technology and Communications/Public Engagement. In addition, the Director of Administrative Services coordinates assigned activities with other departments and outside agencies, along with providing highly responsible and complex administrative support to the General Manager. Some of the essential job duties of this position include:

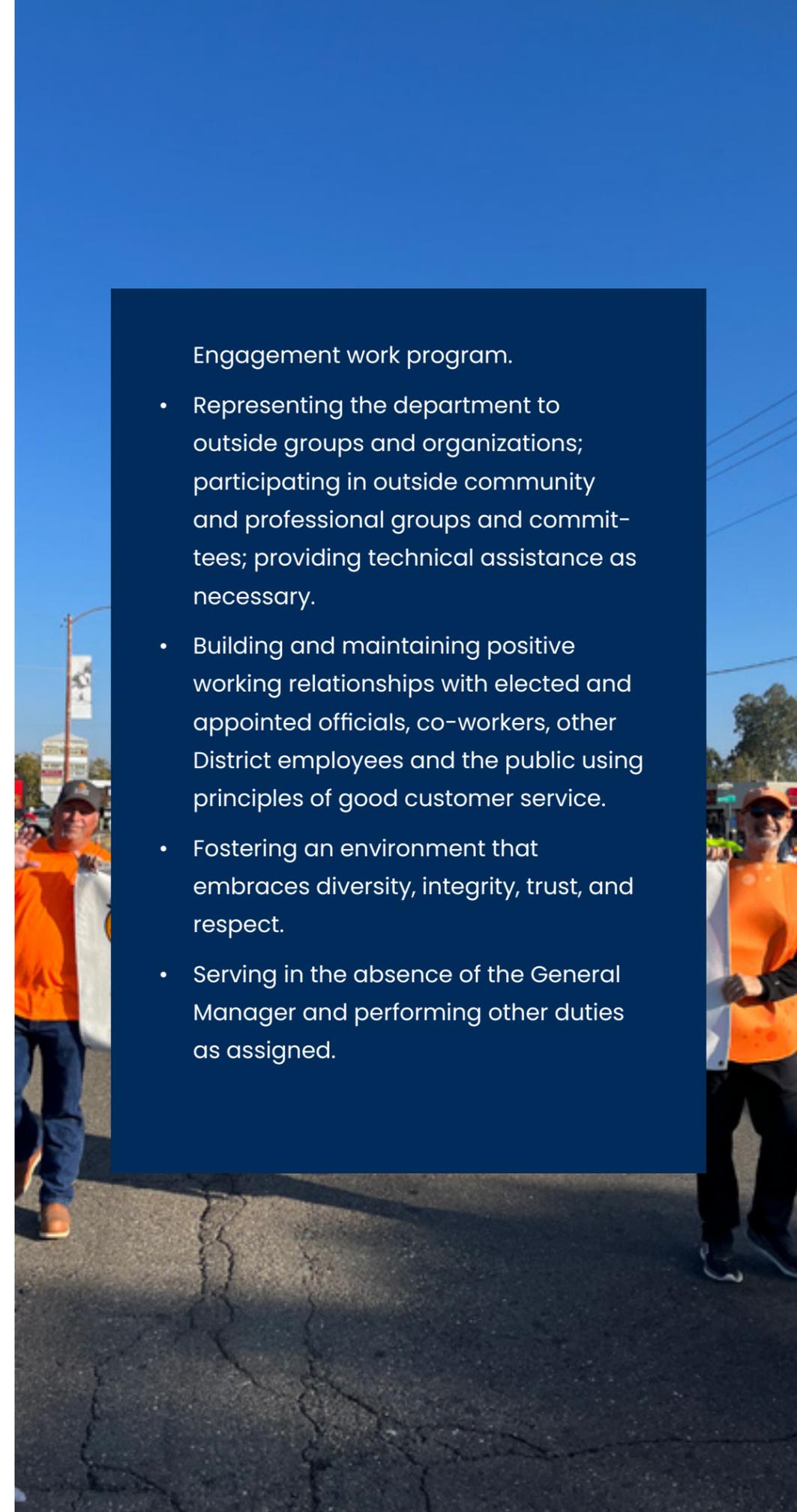
- Directing, overseeing and participating in the development of CHWD's overall and the department's work plans; assigning work activities, projects and programs; monitoring workflow, reviewing and evaluating work products, methods and procedures.
- Supervising and participating in the development and administration of the District budget as well as overseeing long-term financial planning and

forecasting revenues and expenditures needed for staffing, equipment, materials and supplies; monitoring and approving expenditures; and implementing mid-year adjustments as necessary; and overseeing the completion of CHWD's Annual Financial Reports.

- Coordinating the development and implementation of CHWD's Annual Strategic Planning Update, which drives CHWD's work program over and above daily operations of the District, and whose goal is to help take CHWD to the next level.
- Serving as the District Treasurer and managing the District treasury.
- Review of the District's performance in relation to short and long-term financial plans.
- Participating in the annual rate-setting process for the District.
- Developing, managing, implementing, and evaluating the District's human resources program including the classification and compensation plan, policies, processes, and procedures, benefit administration, professional development, recruitment, and selection.
- Overseeing Board of Directors' support activities including the preparation of meeting agendas and minutes.

Engagement work program.

- Representing the department to outside groups and organizations; participating in outside community and professional groups and committees; providing technical assistance as necessary.
- Building and maintaining positive working relationships with elected and appointed officials, co-workers, other District employees and the public using principles of good customer service.
- Fostering an environment that embraces diversity, integrity, trust, and respect.
- Serving in the absence of the General Manager and performing other duties as assigned.



Key Opportunities

As CHWD will be undergoing transformational change in the next five to seven years, the next Director of Administrative Services for the Citrus Heights Water District will have the opportunity to work collaboratively with CHWD's leadership team to lead and manage that change, while delivering meaningful projects to District customers. Key opportunities include:

- The next Director will have the opportunity to develop a quality team with a keen focus on finance and accounting, along with a customer service mindset. In 2023, the District will hire two new accountants and two new civil engineers.
- The CHWD is poised during the next seven years to grow significantly due to Board-directed policy initiatives, including a significant increase in expenditures beginning in the year 2030 to support CHWD's annual Capital Improvement Program. Therefore, the next Director will play an important role in planning for organizational growth, including helping to recommend funding and timing for the addition of new staff and the best utilization of additional staff.
- A project to convert existing records to an all-electronic format is currently underway. The next Director of Administrative Services will have the opportunity to deliver this important project to a successful finish.
- The successful candidate will likely oversee a new or updated Enterprise Resource Planning (ERP) system to better manage the District's human resources and related functions.





Ideal Candidate

The ideal candidate for the position of Director of Administrative Services will possess certain traits and experiences that will lead to success:

- A strong background in public finance management and budget development is very desirable but demonstrated experience in organizational leadership is also crucial to the success of the next Director. A former Finance Director is highly desirable.
- A demonstrated ability to analyze workloads across staff and address issues proactively.
- A self-starter will be ideal to actively manage CHWD's internal operations and provide management-level support to CHWD's leadership team on complex organizational, planning, financial and intergovernmental issues when required.
- A keen focus on strategic planning, along with a creative mindset and a strong sense of follow-through to get important projects delivered for District internal and external customers.
- Flexibility, adaptability, and a willingness to learn new things and implement innovative ideas.
- A leadership style that is supportive and geared towards coaching a highly talented up-and-coming staff is needed. In addition, the next Director will benefit from an ability to remain focused on big picture issues.

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:

Education: A Bachelor's degree from an accredited college or university with major coursework in accounting, public administration or a related field. A Master's degree is preferred.

Experience: Eight years of increasingly responsible experience in finance and/or local government internal operations; including three years of administrative and management responsibility.



Compensation & Benefits

The salary range for the Director of Administrative Services is **up to \$193,127**, depending on qualifications. In addition, subject to Board direction/approval, District salaries are reviewed annually for a Cost-of-Living Adjustment (COLA). The District also offers a competitive and attractive executive benefits package that includes:

Pay for Performance System: The District offers an innovative Pay for Performance system which is in conjunction with the annual employee performance evaluation. Based on an employee's performance rating, both merit adjustments and one-time rewards and recognition amounts may be awarded. A .pdf summary of the program can be viewed by clicking on the Pay for Performance link at [CHWD - Pay for Performance](#).

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 55 formula, while PEPRAs are 2% @ 62. Employee pays the employee portion.

Flexible 4/40 Work Schedule: The District observes a 4/40 work schedule with all employees on a Monday through Thursday work schedule. A typical week would be 3 days on site.

Deferred Compensation: The District offers optional enrollment in a pre-tax payroll-deducted 457 plan. The District offers 3% employer match, based on annual limits as established by the IRS.

Health Benefits:

- **Medical:** The District provides health insurance plan options for employees and dependents; offers a \$400 monthly medical stipend to employees who do not enroll into the District's health plan.
- **Dental and Vision:** District provides dental and vision coverage to employees and dependents through Principal Insurance Group.

Vacation Leave/Management Leave/Sick Leave:

The District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours respectively. In addition, management employees receive 80 hours of management leave (cash-out available), and 10 hours of floating holidays per year. Additional paid days off between the Christmas and New Year's holidays are also provided to District staff.

Life Insurance: The District provides a \$100,000 life insurance policy for employees with the premium fully paid by the District. Additional supplemental life is available to employees at their own expense.

District Supplied Auto: A District vehicle is provided during the workday and for work-to-home use.



The Recruitment Process

This recruitment will be handled with strict confidentiality. Confidential inquiries are welcomed to Bryan Noblett or Greg Nelson at (916) 550-4100. References will not be contacted until mutual interest has been established.

Interested candidates are encouraged to apply online at www.mosaicpublic.com/careers and should apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established. This will go fast, do not delay.

The Citrus Heights Water District is an Equal Opportunity Employer.

