

DIRECTOR OF ADMINISTRATIVE SERVICES

Marina Coast Water District





THE DISTRICT

The mission of the Marina Coast Water District (MCWD) is to “... provide our customers with high quality water, wastewater collection and conservation services that are safe, affordable, reliable and sustainable, through planning, management and the development of water resources in an environmentally sensitive manner.”

MCWD is a special district formed in 1960 under the CA Water Code Division 12 the County Water District Act for the purpose of installing and operating a water supply, water distribution system and wastewater collection system for the City of Marina. The District now serves approximately 37,000 residents through 10,500 connections in its Marina-Ord Community service area which is comprised of the City of Marina and portions of Seaside, Monterey and Del Rey Oaks and a portion of the County of Monterey. The majority of its water supply (approximately 10,000 Acre Feet/year) is pumped from groundwater wells in two Salinas Valley basins. MCWD is a partner in the regional wastewater treatment plant and recycled water plant which provides an additional 1427 AFY of recycled water for the Districts communities. Further, MCWD is in the process of refitting its Desalination plant (.3 MGD), one of the first in California.

The District also serves as the Marina Coast Water District Groundwater Sustainability Agency (MCWDGSA) which serves as the management agency overseeing the Monterey sub-basin of the greater Salinas Valley Basin. The MCWDGSA is in the beginning stages of developing the necessary plans for its operations.

MCWD is governed by a five member independently elected Board of Directors (Board) serving staggered four-year terms elected at-large from within the District's Marina service area. MCWD operates under a Board-Manager form of government. The Board of Directors appoints the General Manager who is responsible for the administration of the District.

The District has an authorized staff of 45 full-time employees providing services to its six service area funds: Marina Water, Marina Wastewater, Ord Community Water, Ord Community Wastewater, Recycled Water Project (Regional Urban Water Augmentation Project or RUWAP) and Regional Desalination Project. MCWD's annual budget is approximately \$40 million with a 5 year CIP of approximately \$200 million.

Additional information about MCWD, including links to key documents, is available online at www.mcwd.org.

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THE OPPORTUNITY

This is an exciting time for the Marina Coast Water District as it embarks on a unique period of growth and development with a diverse array of planned projects. As the District continues to grow as a regional leader in Monterey County, the next Director of Administrative Services will be instrumental in the modernization of the accounting, customer service and information technology areas of the District. In addition, this is a great opportunity for the Director to join a positive, collaborative and eager environment while also spearheading the building and development of the Administrative Services team.

The Director of Administrative Services reports to the General Manager and supervises the following positions: Customer Service/Billing Supervisor, Accounting Supervisor, IT Administrator, Customer Service/Billing Technician I/II, Accountant, Meter Reader and Accounting Technician.

The position is open due to the upcoming retirement of the incumbent.

THE IDEAL CANDIDATE

The Marina Coast Water District is the largest public utility in Monterey County and proudly provides high-end service to the County and all five of its cities. The District seeks an experienced and proven municipal financial leader to be its next Director of Administrative Services. The ideal candidate will be someone who can hit the ground running and continue the District's positive momentum as implements process improvement in various areas.

The top priorities of the next Director of Administrative Services will be:

- **Organizational Review** – Review current staff responsibilities. Realign responsibilities as needed for better utilization.
- **Policies and Procedures** – Bring a fresh perspective and new ideas to improve outdated policies and procedures.
- **ERP Implementation** – Manage the ERP upgrade. Lead the vendor and software selection. Oversee employee training on the new system as well.

The ideal candidate will be a dependable and seasoned manager who collaborates well with the General Manager and Executive Team. This person will be able to guide, mentor and develop staff while being a reliable partner to other internal and external customers. The ideal candidate will have outstanding communication, interpersonal and public presentation skills. Lastly, this person will have solid program management skills with an eye always on best practices and how they would best fit the District environment.

Education, Certifications and Experience

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in economics, finance, business management, public administration or closely related field. Master's degree in Public Administration or Business Management preferred.

- Seven years of increasingly responsible experience in accounting and finance to include purchasing, investments, cash management, internal audit control, and debt issuance with at least five years at the management/supervisory level.
- Possession of CPA or CFA certification is a plus.
- Experience in a public agency setting is highly desirable. Experience with special districts is a plus.

COMPENSATION

The salary for this position is within an established annual range of \$141,703.01 to \$180,852.94, and will be dependent upon the qualifications and experience of the selected candidate. In addition, the District's 2022 Benefit Summary includes:

- Medical/Dental/Vision-The District plays all monthly health insurance premiums for the employee.
- Life Insurance-Lincoln Financial (District provides life insurance for employees twice their annual salary) and Principal Life Insurance (Group voluntary term life insurance up to \$60,000 guaranteed with no medical questions).
- Retirement-CalPERS Defined Benefit Plan with 2% at age 60 and 2% at 62 (PEPRA); 457(b) Deferred Compensation Plan (Mass Mutual-voluntary); 457(b) District match, up to a maximum of \$2,000 annually (2022 annual maximum contribution = \$20,500); Social Security, State Disability Insurance and Medicare.
- Short-Term/Long-Term Disability-Lincoln Financial (District pays 100% of employee premium)
- Flexible Spending Accounts-via WageWorks
- Alternative Flex Time Schedule-9/80 Flex Schedule option
- Longevity Pay-The District offers a 5% salary increase after 10, 15 and 20 years. An additional 2.5% increase is offered at 25 and 30 years of service
- Annual Paid Time Off-Vacation, Management Leave, Holidays, Sick Leave
- Supplemental Benefits and Employee Assistance Programs

HOW TO APPLY

For priority consideration, **apply on-line immediately** at www.alliancerc.com. Interviews will be scheduled as soon as a sufficient number of well-qualified candidates have applied.

For questions, inquiries or candidate recommendations, please contact:

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