Experience: Ten years of progressively responsible finance administration and analysis experience including at least 6 years with a public agency managing professional staff.

Compensation

The salary for this executive position will be $168,941 - $213,395, with placement within the range dependent upon qualifications. Additionally, the selected candidate will enjoy excellent benefits including:

- **Insurance:** Management employees enjoy fully paid dental, life, and long-term disability insurances. Employees have a choice of three medical plans that includes vision and chiropractic. Kaiser and HealthNet HMO are fully paid by the District and HealthNet PPO is partially paid by the District. Employees entitled to dual health coverage may receive an additional $400 per month contribution to the Section 401(a) plan in lieu of second coverage.

- **Retirement:** District employees are members of the Contra Costa County Employees’ Retirement Association (CCCERA) with CalPERS reciprocity. A retirement benefit is based upon a formula that includes the employee’s age, salary, and years of service. The formula for new employees is 2%@ 62 unless reciprocity is established with an eligible retirement system. The formula for new employees with reciprocity is 2% @ 55.

- **Leaves:** The District offers liberal vacation and sick leave benefits, as well as 13 paid holidays per year. Management employees earn 40 hours of administrative leave annually.

- **Deferred Compensation:** The District does not participate in the Social Security System except for a mandatory Medicare contribution. Instead, the District contributes to a 401(a) Money Purchase plan an amount equivalent to the employer portion of contributions to Social Security (currently 6.2%) in addition to salary. The District also offers employees an optional Deferred Compensation 457 plan with a choice of savings and investment options.

- **Cafeteria Plan:** Management employees are allowed $425 each month toward the selection of additional benefits.

- **Other Benefits:** Other benefits enjoyed by District employees include professional expense reimbursement, employee assistance program, longevity compensation, sick leave incentive program, retiree benefits, credit union privileges through the Contra Costa Federal Credit Union, and a comprehensive wellness program including an on-site gym.

How to Apply

Interested candidates should apply by June 17, 2016. Electronic submittals are strongly preferred to Ralph Andersen & Associates at apply@ralphandersen.com and should include the following:

- Compelling cover letter;
- Comprehensive resume; and
- Three years of salary history.

Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Greg Nelson, Ralph Andersen & Associates, at (916) 630-4900.
Central Contra Costa Sanitary District

CCCSD operates under a fiscal year budget cycle beginning July 1 and ending June 30. The District’s FY 2015-16 budget is $124 million and includes:

- $87.5 million for operations and maintenance
- $30.8 million for capital improvement projects
- $3.8 million for debt service
- $1.9 million for self-insurance

CCCSD’s sewer service charges provide 65% of the District’s revenue. The other 35% comes from property taxes, sewer connection fees, and contract charges. CCCSD’s infrastructure has an estimated replacement value of $3.97 billion.

The Position

Reporting to the Deputy General Manager, the Director of Budget and Finance serves as a department director and is a member of the District’s executive team. As such, the Director also assists the Deputy General Manager in the overall formulation and administration of District programs and activities in close cooperation with the General Manager and Board of Directors.

Opportunities and Challenges

The next Director of Budget and Finance will be presented with a number of known challenges and opportunities in which to excel including:

- A Comprehensive Wastewater Master Plan is under development that will likely involve capital expenditures of between $1 billion and $2 billion over the next twenty years.
- The Board is preparing to address both the Unfunded Actuarial Accrued Liability (UAAL) for the District’s retirement plan and the Other Post-Employment Benefits (OPEB) Liability.
- CCCSD recently established a reserve policy and underwent its first Cost of Service study to support its overall funding model and increase transparency in its operations.
- The CCCSD Board is a high-performing board with a great deal of technical expertise and has been very supportive of the strategic plan and mission of the organization and its employees.
- Due to the District’s stability, many employees have long tenure. While this is clearly an advantage, the challenge for long-tenured employees is to ensure their skills remain contemporary through training, education, and mentoring.
- The Board is preparing to address both the Unfunded Actuarial Accrued Liability (UAAL) for the District’s retirement plan and the Other Post-Employment Benefits (OPEB) Liability.
- The next Director should display a strong sense of teamwork and the ability to coach and mentor staff. With dynamic leadership, the Director will find success in keeping staff motivated and engaged.
- The ideal candidate will be a problem-solver at heart, with the ability to think strategically and be policy-minded.
- A collaborative style that seeks to break down silos where they occur is valued. The ideal candidate will be well served with an open and supportive approach that encourages dialogue, innovation, and professional development.
- Labor/Management experience, and a successful track record in those relationships, is highly desired. CCCSD has three bargaining units and with established relationships that are both positive and highly valued.

The Ideal Candidate

The next Director of Budget and Finance must be experienced, well-qualified, and possess exceptional skills to be a leader—not just an administrator. The following traits will be key ingredients for success:

- Public sector budget and finance experience is strongly preferred, as private sector experiences often do not translate as well to the public sector experience. Enterprise fund experience is particularly valuable.
- Overseer the preparation of the District’s annual budget; oversee the preparation of the department’s budget and monitor the authorized expenditures of the department.
- Advise the Deputy General Manager on all departmental-related matters, specifically those with significant policy, legal, regulatory, or political impact.
- Monitor and analyze legislation and regulations that may impact departmental operations; review regulatory documents and legislation for potential District impact and recommend action.
- Prepare and manage the preparation of complex administrative and financial reports and recommendations.
- Represent the District before local, state, and federal agencies, technical groups, community organizations, political bodies, committees, and the general public.
- Act on behalf of the Deputy General Manager as designated.

Qualifications

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Requires a bachelor’s degree in public or business administration, finance, industrial relations, or a related field. A Master’s degree in business or public administration, or a related field, is highly desired.
Central Contra Costa Sanitary District

Central Contra Costa Sanitary District (CCSD) is a special district responsible for the collection and treatment of wastewater in the central area of Contra Costa County. CCSD is governed by a five-member board of Directors, each elected to a four-year term. The Board employs a General Manager who is the CEO of the organization and leads its 275 full time employees. CCSD is a stable, well-managed, high performance organization; this stability and professionalism has developed a loyal and dedicated workforce who warmly refer to the organization as “Central San.”

CCSD serves approximately 476,400 residents and over 3,000 businesses in a 145,000 square mile service area, which includes the cities of Alamo, Clayton, Concord, Danville, Lafayette, Moraga, Orinda, Pacheco, Pleasant Hill, Walnut Creek; portions of Martinez and San Ramon; and unincorporated communities with the central County area.

CCSD’s collection system includes 1,500 miles of sewer lines and 19 pumping stations. An average of 35.6 million gallons of wastewater per day flows through the collection system to our treatment plant in Martinez.

CCSD treats an average of approximately 35 million gallons of wastewater per day at its treatment plant in Martinez. The District’s National Pollutant Discharge Elimination System (NPDES) permit allows CCSD to treat up to 53.8 million gallons per day. CCSD has achieved 100% compliance with its NPDES permit for the past 18 consecutive years and has been awarded the National Association of Clean Water Agencies (NACWA) Platinum-17 Peak Performance Award. It’s a distinction earned by only a handful of wastewater agencies nationwide.

Financial Information

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The Opportunity

The next Director of Budget and Finance will lead Central Contra Costa Sanitary District's Administration Department including the Finance, Information Technology, Purchasing & Materials Services, Communication Services & Intergovernmental Relations, and Risk Management functions of a highly regarded, fiscally responsible, and stable organization.

The Position

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With 5 direct reports, the Director of Budget and Finance oversees a total staff of 37 authorized positions, allocated to the following divisions:

- Information Technology: 11 staff
- Finance: 10 staff
- Purchasing & Materials Services: 8 staff
- Communication Services & Intergovernmental Relations: 6 staff
- Risk Management: 2 staff

Specific responsibilities of the position include:

- Plan, direct, and coordinate the activities of the Administration Department; evaluate the effectiveness of established department-wide programs/services and develop and implement new programs as needed.
- Formulate and implement short-term objectives and long-term goals for the Department.
- Oversee the preparation of the District’s annual budget; oversee the preparation of the department’s budget and monitor the authorized expenditures of the department.
- Advise the Deputy General Manager on all departmental-related matters, specifically those with significant policy, legal, regulatory, or political impact.
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The District is committed to continuous improvement work processes in a team-based environment. Employees are expected to interact with co-workers as part of a team and contribute to a culture that values employee input and ideas for the benefit of the District ratepayers.