The District also offers the following array of benefits including:

- Monthly ($144,084 to $175,128 annually). The last (merit) step is achievable at 48 months.
- Placement in the range (typically done at first step) will be dependent on overall career history and education/certifications.

COMPENSATION & BENEFITS

The salary range for the Auditor-Controller is $12,007 to $14,594 per month ($144,084 to $175,128 annually) and consists of a five-step range. Placement in the range (typically done at first step) will be dependent on overall career history and education/certifications. The first three steps are achievable with good performance over 24 months. The last (merit) step is achievable at 48 months.

The District also offers the following array of benefits including:

- Public Employee Retirement System (CalPERS) is coordinated with Social Security and is based on 2.5% per year of service times the highest annual salary earned for CalPERS Classic Members (based on retirement at age 55) and 2% per year of service times the highest average 3 years of annual salary earned (based on retirement at age 62) for CalPERS New Members. The employee contributes a percentage of gross pay to PERS equaling the full employee contribution (8% for CalPERS Classic Members; 6.25% for CalPERS New Members).
- Voluntary deferred compensation options.
- Auto allowance of $338 per month.
- Excellent health, dental and vision care plans for employee and dependents.
- Retiree Health, as detailed in the District's current policies.
- Life insurance (equal to annual salary).
- Other voluntary and employee paid specific insurance coverage through AFLAC and/or IRS Section 125 pretax Flexible Spending Plans.

THE PROCESS

Working with the Ralph Andersen & Associates, a selection panel will review all applications and invite those presenting the best job related qualifications to an initial panel interview. Based on initial interview, the most qualified candidates will then be invited to advance to a second round of interviews by the Board of Directors. Supplemental questions, sample work products and mock public presentation (with PowerPoint) may also be part of the evaluation of finalists. Subsequent interviews may also include a one-on-one meeting with Mr. Drew McIntyre, General Manager, for additional input and a “meet and greet” with subordinate department staff.

The outgoing incumbent, Mr. David Bentley, Auditor-Controller, will also be actively involved in the final stages of the selection in support of the Board. He will work to ensure a smooth and timely transition with the selected candidate. An overlapping work arrangement with Mr. Bentley and the new CFO will be developed with his anticipated retirement date in early May 2018. The ideal start date for the new CFO will be flexible and an overlapping schedule tailored as needed.

A detailed background search including references will be done by Ralph Andersen & Associates and will require completion of a comprehensive release form. Successful completion of a medical examination, which includes drug testing, is required subsequent to the offer of hire.

TO BE CONSIDERED

Interested candidates can apply by submitting a comprehensive resume, cover letter, and current salary to Ralph Andersen & Associates via email to apply@ralphandersen.com. Candidates are requested to submit materials prior to Wednesday, November 15, 2017.

Ralph Andersen & Associates will work closely with the District throughout this process to ensure confidentiality to the fullest extent possible. References will not be contacted until mutual interest has been established. If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries welcomed.

Highly Desired Qualifications – CPA and/or MBA preferred.

Other Desired Skills – Strong computer skills including Word, Excel, and PowerPoint combined with an appreciation for technology enhancements with the ability to oversee future technology upgrades and efforts. Currently the District uses Sage 100 for accounting modules and has a highly customized Job Costing and Payroll Module and a Utility Billing software program created in-house.

Review and Evaluation of Experience and Education – Candidates should be aware that District leadership, working in concert with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience required for this position.

North Marin Water District

Chief Financial Officer

Recruitment Services Provided by Ralph Andersen & Associates

The North Marin Water District is an Equal Opportunity Employer
ABOUT THE DISTRICT
North Marin Water District is a publicly owned water district formed in 1948 and operating under Division 12 of the California Water Code. Its policy board consists of five Directors elected at large. The District covers an area of approximately 100 square miles in north and northwest Marin County. It enjoys a reliable water supply imported from the Russian River and supplemented with local surface water (Staﬀord Lake) and recycled water.

The District’s 55 full time employees provide water through 21,500 service connections to a population of approximately 61,000 including the greater Novato area and Point Reyes Station, Inverness Park, Olema and Paradise Ranch in western Marin County. Wastewater collection, treatment, and disposal in West Marin is provided for the Oceana Marin subdivision (near Dillon Beach).

The District employs a dedicated, hardworking staﬀ, has progressive planning and ﬁnancial management policies, and is a recognized industry leader in water utility standards, water quality protection, and water conservation management.

THE NOVATO AREA
Novato is the second largest city in Marin County. It boasts an excellent climate and beautiful oak studded rolling hills and is primarily a suburban residential area with a picturesque main street and friendly local shopping centers. It is less than a 45-minute drive from the city of San Francisco to the south, California’s unparalleled coast and abundant national seashore areas to the west, Sonoma wine country to the north, and Napa Valley wine country to the east. Excellent winter sports areas and high Sierra recreation are a three-hour drive to the east. The area abounds with educational opportunities from pre-school to university level, both public and private. The climate is typical for California with mean annual rainfall of 27 inches, Mediterranean like temperatures and virtually no humidity.

THE POSITION
This outstanding career opportunity is a result of a pending retirement. The position of Chief Financial Ofﬁcer (oﬃcially titled “Auditor-Controller” per the County Water District Code) is an oﬃcer of the District and is hired by the Board of Directors, serving in an at-will capacity. Renewal of the at-will contract is done annually by the Board. Important for interested candidates to know, this is a stable and well-run organization with the current incumbent having served in this role for more than thirty years. On a day-to-day basis, the CFO works under the general administrative direction of the General Manager. Working with a great deal of autonomy, this is the top ﬁnancial advisor of the District and is responsible for the supervision and direction of the general oﬃce, ﬁscal functions, accounting, risk management, human resource programs, consumer relations (meter reading; purchasing and warehousing; and consumer relations), and information technology (outsourced).

This position oversees the full range of accounting functions for four independent entities (Novato Potable Water, West Marin Water, Oceana Marin Sewer, and Novato Recycled Water) including oversight of preparation of monthly ﬁnancial statements, budgets, cash ﬂow statements, and special ﬁscal reports. The CFO also oversees the investments of surplus funds, bond interest and redemption, tax receipts, and bond servicing as well as administering special assessment districts. Detailed and extensive long-term capital planning and ﬁve-year ﬁnancial planning are also included as part of the CFO’s portfolio of responsibilities. The District also uses a robust project/job costing module for cost allocation to development-funded projects.

This position is also responsible for monitoring and implementing any GASB mandates or other regulations and pending legislation. Involvement in professional associations and civic engagement is expected in this leadership role.

The CFO also serves as the District’s Risk Manager and the Beneﬁts Manager. This includes signiﬁcant involvement in various insurance and self-funded insurance programs (i.e., general and auto liability, workers’ compensation, and dental and vision plans are all self-funded) by working with vendors and the third party administrators, as needed. The CFO also establishes and maintains a robust system of internal controls; advises and consults with the General Manager on ﬁnancial matters and coordinates the annual ﬁnancial audit. Accounts payable, utility billing, and payroll are all handled in-house by department staﬀ. Additionally, rate-making and rate analysis are important assignments for the CFO on an annual basis, involving public presentations to the Board.

The CFO attends Board of Directors meetings (currently 1st and 3rd Tuesdays at 7:00 pm) and prepares/presents staﬀ reports to the Board for consideration.

This position is an integral part of the District’s Executive Management Team, and has substantial interface with all other areas of the District by providing assistance on highly complex ﬁnancial and other administrative matters. In summary, the CFO is responsible for assisting with formulating policy alternatives, developing goals and objectives, managing staﬀ, administering the annual budget, directing ﬁnancial operations, enhancing information technology, and overseeing customer service interface and interaction.

THE IDEAL CANDIDATE
The ideal candidate for the position of Chief Financial Ofﬁcer (oﬃcial title of Auditor-Controller per the County Water District Code) will have signiﬁcant experience in a mid-sized public organization with outstanding leadership, mentoring, and team building skills. The CFO will be forward-thinking and have a vision for the development of strategies that will continue to improve the effectiveness and efﬁciencies of the District. Candidates should also have impeccable personal integrity and unquestioned commitment to contributing to the continued success of a highly regarded service-oriented organization. The CFO will have the ability to have that big picture vision and, at the same time, be able to establish credibility as a decisive, hands-on and results-oriented professional committed to excellence, independence, transparency, and ﬁscal accountability. The ideal candidate will also have exceptional ﬁnancial analysis skills with the ability to probe, question, and investigate (with support from a small yet talented team) the critical aspects of managing day-to-day ﬁscal and administrative operations.

Additionally, the ideal candidate will have an approachable personal style and be an exceptional listener, communicator, and experienced in a public forum. The CFO will be adept at managing in a collabora-
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The ideal candidate will have experience in the area of debt financing, bond issuance, and debt management as well as being comfortable in providing leadership in discussions regarding bond ratings and funding strategies. The CFO will also have a strong understanding of technology for financial and other administrative systems. The CFO will have an active leadership role on the ongoing implementation of future technology enhancements. Collaboration with other staff on technology issues and assessments will further ensure effective integration of future management information across the entire spectrum of the organization above and beyond the accounting and financial needs.

In summary, the CFO will be part of an organization that places a high value on honesty, integrity, and teamwork with a passion for incorporating best practices into daily operations.

Qualifying Education & Experience

Required Qualifications – Minimum of a Bachelor’s degree and five years of increasingly responsible business management experience including supervisory experience is required. Professional experience is preferred from a public sector organization. Utility experience is a plus. Private sector candidates working for or with public agencies combined with transferrable skills are also encouraged to apply. Top consideration may be given to public sector experience and will be based on the strength of the pool of applicants.

Involvement in professional associations and civic engagement is preferred from a public sector organization. Utility experience is required from a public sector organization. Utility experience is a plus. Private sector candidates working for or with public agencies combined with transferrable skills are also encouraged to apply. Top consideration may be given to public sector experience and will be based on the strength of the pool of applicants.

About The District

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This position is also responsible for monitoring and implementing any GASB mandates or other regulations and pending legislation. Involvement in professional associations and civic engagement is expected in this leadership role.

The CFO also serves as the District’s Risk Manager and the Benefits Manager. This includes significant involvement in various insurance and self-funded insurance programs (i.e., general and auto liability, workers’ compensation, and dental and vision plans are all self-funded) by working with vendors and the third party administrators, as needed. The CFO also establishes and maintains a robust system of internal controls; advises and consults with the General Manager on financial matters and coordinates the annual financial audit. Accounts payable, utility billing, and payroll are all handled in-house by department staff. Additionally, rate-making and rate analysis are important assignments for the CFO on an annual basis, involving public presentations to the Board.

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The Ideal Candidate

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Additionally, the ideal candidate will have an approachable personal style and be an exceptional listener, communicator, and experienced in a public forum. The CFO will be adept at managing in a collabora-

tive work environment with the ability to be both diplomatic and decisive. The successful candidate will also need to work with a sense of urgency and timeliness. A sense of humor and the ability to enjoy contributing in a team environment will be an excellent fit for the District.

The following attributes are of the greatest importance to the Board of Directors in the selection of this top tier manager:

• Excellent communication skills;
• Focus on collaboration;
• Critical and analytical thinking and presentation skills;
• Leadership and management skills;
• Strategist; and
• Transparency in financial reporting.

About the District

The District employs a dedicated, hardworking staff, has progressive industry leader in water utility standards, water quality protection, planning and financial management policies, and is a recognized website - www.nmwd.com

The Ideal Candidate

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- Voluntary deferred compensation options.
- Auto allowance of $338 per month.
- Excellent health, dental and vision care plans for employee and dependents.
- Retiree Health, as detailed in the District’s current policies.
- Life insurance (equal to annual salary).
- Leave includes – Vacation; Sick Leave – Twelve days per year (may be accumulated and; 50% of any amount accumulated over 90 days can be traded annually for cash); and Holidays – 14 per year.
- Other voluntary and employee paid specific insurance coverage through AFLAC and or IRS Section 125 pretax Flexible Spending Plans.

THE PROCESS

Working with the Ralph Andersen & Associates, a selection panel will review all applications and invite those presenting the best job related qualifications to an initial panel interview. Based on initial interview, the most qualified candidates will then be invited to advance to a second round of interviews by the Board of Directors. Supplemental questions, sample work products and mock public presentation (with PowerPoint) may also be part of the evaluation of finalists. Subsequent interviews may also include a one-on-one meeting with Mr. Drew McIntyre, General Manager, for additional input and a “meet and greet” with subordinate department staff. The outgoing incumbent, Mr. David Bentley, Auditor-Controller, will also be actively involved in the final stages of the selection in support of the Board. He will work to ensure a smooth and timely transition with the selected candidate. An overlapping work arrangement with Mr. Bentley and the new CFO will be developed with his anticipated retirement date in early May 2018. The ideal start date for the new CFO will be flexible and an overlapping schedule tailored as needed. Important to note, a start date of January or February 2018 would be the preference of the Board of Directors.

A detailed background search including references will be done by Ralph Andersen & Associates and will require completion of a comprehensive release form. Successful completion of a medical examination, which includes drug testing, is required subsequent to the offer of hire.

TO BE CONSIDERED

Interested candidates can apply by submitting a comprehensive resume, cover letter, and current salary to Ralph Andersen & Associates via email to submit@ralphandersen.com. Candidates are requested to submit materials prior to Wednesday, November 15, 2017.

Ralph Andersen & Associates will work closely with the District throughout this process to ensure confidentiality to the fullest extent possible. References will not be contacted until mutual interest has been established. If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries welcomed.