



Service, Quality, Community



City of Big Bear Lake, California

Department of Water and Power

invites your interest in the position of

Chief Financial Officer



Recruitment Services Provided by Ralph Andersen & Associates

An Outstanding Opportunity



The Department of Water and Power (“DWP”), an enterprise operation of the City of Big Bear Lake (located in the beautiful mountains of San Bernardino County, California) is seeking its next Chief Financial Officer. This career opportunity is due to the retirement of its tenured incumbent, scheduled to retire in June 2023, after 14 years with the utility. This is a statewide and national search effort. Highly qualified candidates are strongly encouraged to apply.

The CFO is a critical advisor to the General Manager and will be excited to consult, support, and collaborate on achieving DWP’s financial and business objectives. In doing so, the CFO will have strong people skills with an approachable leadership style complemented by responsiveness, integrity, and an inherent penchant for the stewardship of public funds. This forward-thinking and tech-savvy strategist will streamline operations and data collection including implementing long-term software solutions resulting in improved internal efficiencies and enhanced financial reporting.

This experienced finance professional will be a hands-on and working manager who oversees a small staff of 11 with an enterprise-wide budget of \$13 million including a \$3 million capital improvement program in FY2023. Total staff in the organization is 37 FTEs.

About the Community

The City of Big Bear Lake is nestled in the stunning San Bernardino Mountains. Big Bear Lake is defined by its rustic traditions, rich history, and pristine views. It is home to two of Southern California's largest ski resorts, and provides four seasons of abundant recreational opportunities, including fishing, horseback riding, biking, camping, golfing, skiing, snowboarding, boating, and hiking.



With its small-town atmosphere, Big Bear Lake offers its residents solitude and serenity with easy access to major metropolitan areas. The unsurpassed quality of life offered has attracted many people to have second homes in the area. The full-time population in Big Bear Valley is approximately 22,000. The City also has a Performing Arts Center with a state-of-the-art 398-seat theater. The Center is dedicated to promoting and attracting both big names and local talent. Additionally, the City hosts a variety of special events throughout the year, including Oktoberfest, International Film Festival, mountain bike racing, jazz festivals, car shows, trout classics, and ski and snowboard competitions. The City also boasts an exceptional school system, and active service groups and churches.

DWP distributes its potable ground water supply through a distribution system consisting of four water systems, 180 miles of pipeline, 33 vertical wells, 22 slant wells, 15 reservoirs, 12 booster stations, 41 pressure reducing valves, 26 chlorination stations, and 22 sample stations. DWP's primary source of revenue is from water user fees.

City Government

The City of Big Bear Lake is a Charter City operating under the Council-Manager form of government. Five Council Members are elected for five districts for four-year overlapping terms. The Mayor is chosen on an annual basis by the members of the City Council. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures.

DWP is an enterprise department of the City, and the General Manager, Mr. Reginald ("Reggie") Lamson, as the administrative head of the utility since 2011, reports directly to the five member DWP Board of Commissioners that are appointed by the City Council.

The Ideal Candidate

The ideal candidate for the CFO will be an individual who has both big picture vision and is able to establish credibility as a decisive, results-oriented, hands-on professional committed to excellence, independence, transparency, and fiscal accountability. This top candidate will also have exceptional analytical skills complemented by critical thinking and high emotional intelligence.

This top individual will intuitively support a collaborative and transparent organizational culture that is committed to providing outstanding customer service. As the administrator of DWP's finances, this key contributor will work closely with the General Manager to formulate and implement organization-wide fiscal and administrative policies and as needed, know how to evaluate the on-going cost effectiveness of operations. Significant emphasis will be focused on grant administration, project accounting (capital projects), technology upgrades/enhancements, workflow process improvement within the department, and overall compliance for both federal and state funding sources.

This highly qualified executive will naturally embrace a team effort, spark action, deliver timely results, and incorporate a pro-active approach that will be well received by the organization as a whole and DWP's Leadership Team.

Additionally, this ideal candidate will be an exceptional listener, communicator, and an accomplished presenter in a public forum with the ability to build strong relationships, and engender trust. The CFO will be both diplomatic and decisive with a willingness to drive innovation and entrepreneurial excellence in a public agency. Equally important, the CFO will also be an open and honest broker with a respect for dealing with confidential and sensitive matters.

Personal traits and characteristics:

- ❖ **Confident and engaging professional** who has outstanding communication, interpersonal, and leadership skills with a passion for incorporating best practices in a public agency.
- ❖ A strategic and forward-thinking financial advisor who is **able to operate at a high-level yet is very involved in day-to-day fiscal operations.**
- ❖ A personal style that **embraces collaboration** in the workplace.
- ❖ Ability to **build strong working relationships** within the DWP organization and externally with outside agencies, federal, state, and other public sector organizations, community leaders, consultants, and citizens.
- ❖ Able to **motivate others**, instilling an eagerness to achieve goals and fosters a culture of inclusion, successfully guiding the financial health of the organization going forward.



About the Position

Serving in an exempt position, the Chief Financial Officer reports to the General Manager and is responsible for planning, organizing, managing, and providing administrative direction and oversight for all DWP finance and administrative services functions and activities.

The CFO is a department director classification that oversees, directs, and participates in all activities of the Finance & Administrative Services Departments, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. Other key responsibilities include budget preparation, customer service, conservation, billing and accounts payable activities, data and information technology services, payroll, asset management, financial accounting, treasury management, grants, and office administration for DWP.

In addition to budget and financial reporting enhancements, another major component of this role with critical importance is the involvement and oversight of accounting for project costs on the significant and sizable capital projects underway. The collection of costs, timekeeping function and budget-to-actual comparison reports are in significant need of a technological solution and overall refinement. This area of oversight will be critical in the development of a technology strategic plan and a top priority for the new CFO. Funding for potential new technology solutions and/or upgrades to existing system(s) will be initiated once the framework and implementation strategies are developed by the new CFO.

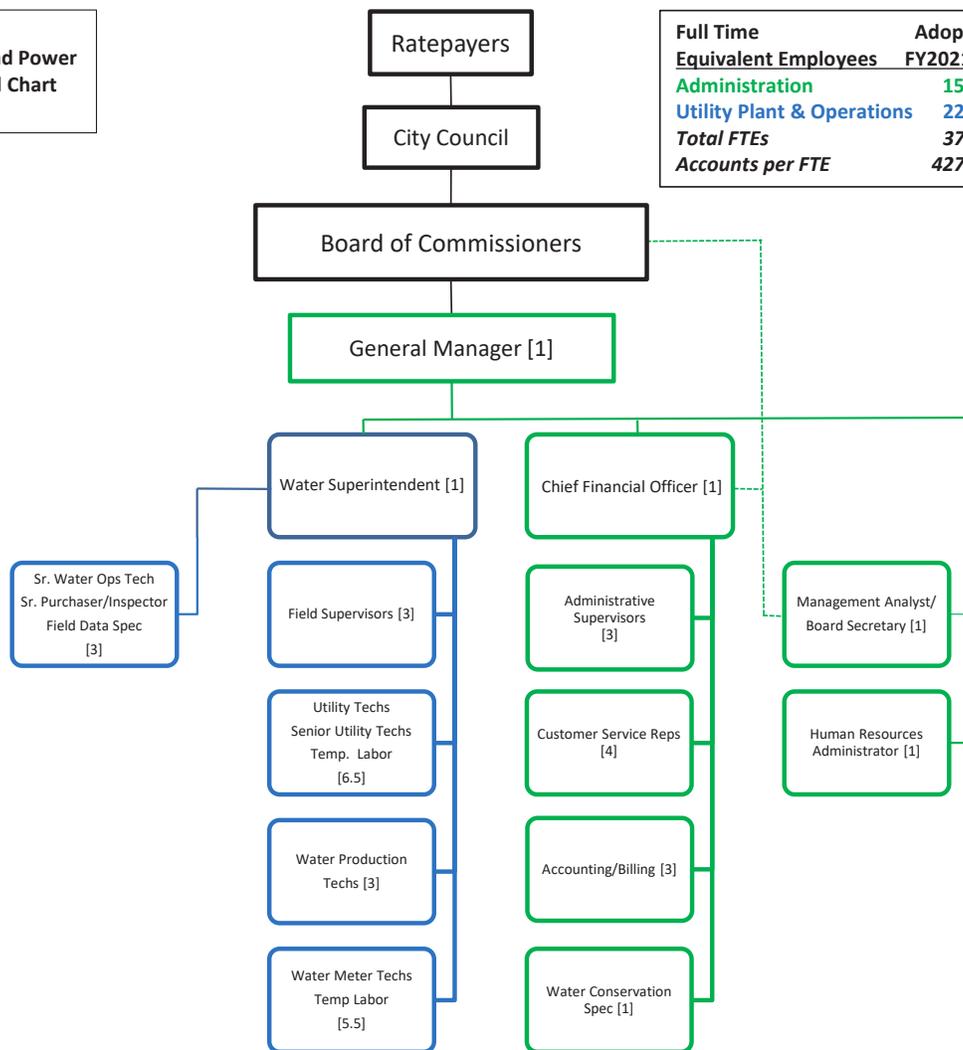
The CFO will also participate in educational and professional development opportunities to expand job knowledge and financial expertise.



Details on the current staffing in the Finance & Administrative Services Departments are shown here:

City of Big Bear Lake
 Department of Water and Power
 Proposed Organizational Chart
 FY 2022/23

Full Time Equivalent Employees	Adopted FY2021/22	Projected FY2021/22	Planned FY2022/23
Administration	15.00		15.00
Utility Plant & Operations	22.00		22.00
Total FTEs	37.00		37.00
Accounts per FTE	427.02		430.03



About the Position *continued*

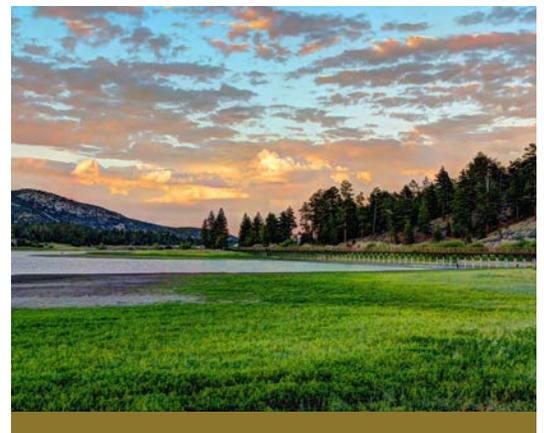


Other duties include:

- ❖ Develop, direct, and coordinate the implementation of goals, objectives, policies, procedures, and work standards including appropriate staffing levels.
- ❖ Manage and participate in the development and administration of the DWP's budget; forecast additional funds needed for staffing, equipment, and supplies; direct the monitoring and approval of expenditures; direct and implement budgetary adjustments as necessary.
- ❖ Monitor legal, regulatory, technology, and court decisions that may affect the work of DWP.
- ❖ Oversee the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluate proposals and recommend project award; coordinate with legal counsel to determine DWP needs and requirements for contractual services; negotiate contracts and agreements and administer same after award.
- ❖ Maintain, develop, and analyze financial statements and records; prepare a variety of monthly, quarterly, and annual financial statements and reports; provide oversight and monthly reporting on delinquent accounts.
- ❖ Coordinate with information technology professionals to ensure proper implementation, expansion, and updating of computer hardware and software.
- ❖ Ensure compliance with debt covenants and grant compliance including federal single audit requirements.
- ❖ Ensure compliance with timely reporting to regulatory agencies.
- ❖ Participate with other department heads and the Board of Commissioners on current and future planning needs.
- ❖ Ensure water rates and other fees are established within legal parameters and comply with the terms and conditions of contracts and agreements.
- ❖ Work with staff on creating reimbursement agreements and maintaining and monitoring agreements for service accounts.
- ❖ Maintain accounting records for the Bear Valley Basin Groundwater Sustainability Agency; prepare data for Agency audits; conduct other administrative oversight of Agency reports and records.

About the Position *continued*

- ❖ Represent the department to other DWP departments, appointed officials, and outside agencies; explain and interpret departmental programs, policies, and activities; negotiate and resolve significant and controversial issues.
- ❖ Conduct a variety of departmental organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate.
- ❖ Participate in and make presentations to the Board of Commissioners and a wide variety of committees, boards, and commissions.
- ❖ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Finance and Administration.
- ❖ Direct the maintenance of working and official departmental files.
- ❖ Prepare, review, and present staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- ❖ Respond to public inquiries and complaints and assist with resolutions and alternative recommendations.
- ❖ Serve as a spokesperson for the DWP at a variety of community events, meetings, and other public relations activities.
- ❖ Ensure staff observe and comply with all DWP and mandated safety rules, regulations, and protocols.
- ❖ Serve as Chief Accounting Employee as defined in the City's charter.





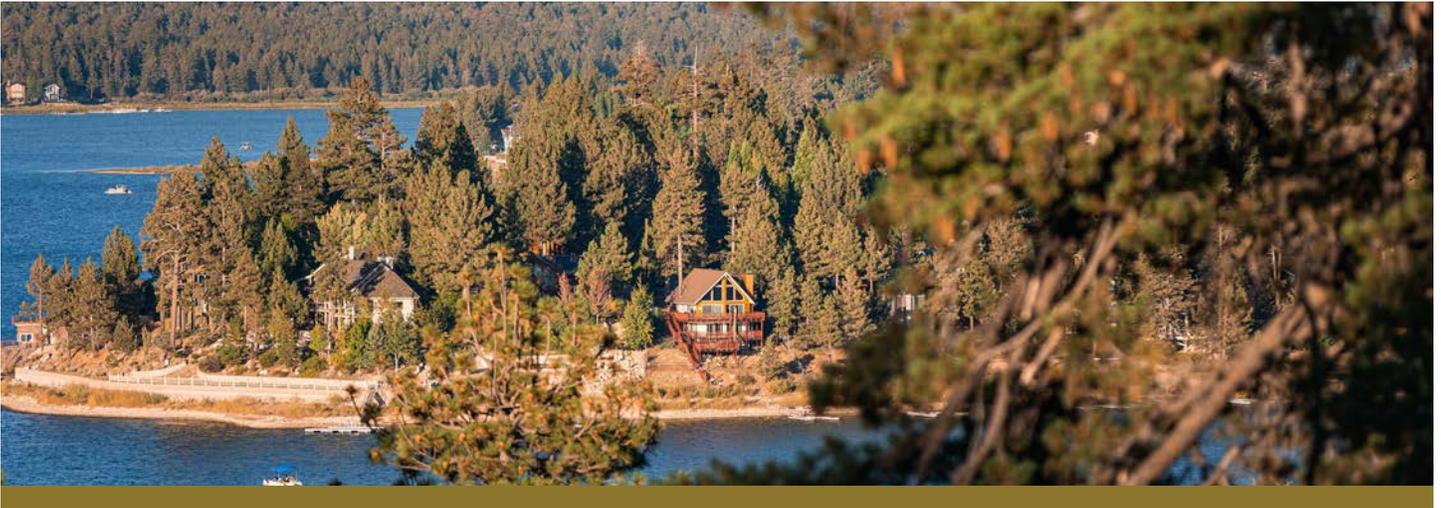
Qualifications

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration, or a closely related field.

Experience: Five (5) years of senior management level experience in accounting or finance, preferably in a public sector organization including three (3) years of supervisory experience.

Licenses and Certifications: Not required but possession of a Certified Public Accountant license is preferred.

Direct experience working for a public agency is desired or experience working for a CPA firm that provides accounting and/or auditing services to public agencies and or utilities would be preferred. Experience dealing with project cost accounting for capital projects is an added plus.



Compensation and Benefits

The annual salary range is \$173,836.56 to \$211,299.43 depending on qualifications and experience. Assistance on moving and relocation may be offered to the selected candidate.

The benefit package includes but is not limited to:

- ❖ Retirement with SBCERA (reciprocal with CalPers) – Plan coverage and related costs are based on qualifying tiers (Tier I or Tier II) for classic or new employees. Participants in SBCERA do not participate in Social Security except for the mandatory Medicare portion.
- ❖ 100% Employer paid Employee + family medical coverage at the HMO level (currently, HealthNet or Kaiser).
- ❖ 100% Employer paid Dental and Vision coverage.
- ❖ Employer paid life insurance of \$50,000.
- ❖ 14 paid holidays.
- ❖ 80-120-160 hours of vacation per year (depends on number of years employed at DWP; with ability to cash-out up to 80 hours per year).
- ❖ 88 hours of sick leave (with ability to cash-out up to 40 hours per year).
- ❖ 40 hours of administrative leave.
- ❖ 16 hours of personal leave.
- ❖ Employer 457 (b) matching contributions of up to 1%.
- ❖ Employee paid supplemental benefits – life, accident, LTD, STD, cancer, critical illness, and flexible spending account.

For more information on the position, please go to: www.bbldwp.com.

Interested candidates are encouraged to contact Ralph Andersen & Associates for further details regarding the compensation and benefit package for this executive position.

How To Apply

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Interested candidates should apply as soon as possible by sending a compelling cover letter and a comprehensive resume to apply@ralphandersen.com. This position may close at any time a sufficient number of highly qualified candidates have applied. Exceptional candidates can expect to be evaluated for a match on position soon after receipt of submitted materials. Top candidates may be asked to complete a supplemental questionnaire with responses to specific questions or prepare a financial topic for discussion.

Video interviews (Round #1) followed by one-on-one meetings in-person (Round #2) with the General Manager are expected to take place in mid-to-late March or early April. Ideally, the new CFO will join DWP in late May or early June 2023 to allow as much time as possible for overlap and transition time with the retiring CFO. Every effort will be made to accommodate the unique scheduling needs of top contenders.

References will not be contacted until mutual interest has been established in the later stages of the recruitment process. Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Project Director, at (916) 630-4900. Alternatively, a preliminary discussion may be arranged by sending an email to scheduling@ralphandersen.com.

City of Big Bear Lake, Department of Water & Power is an equal opportunity employer encouraging workforce diversity.

