



Dublin San Ramon Services District

Water, wastewater, recycled water



is accepting applications for the position of

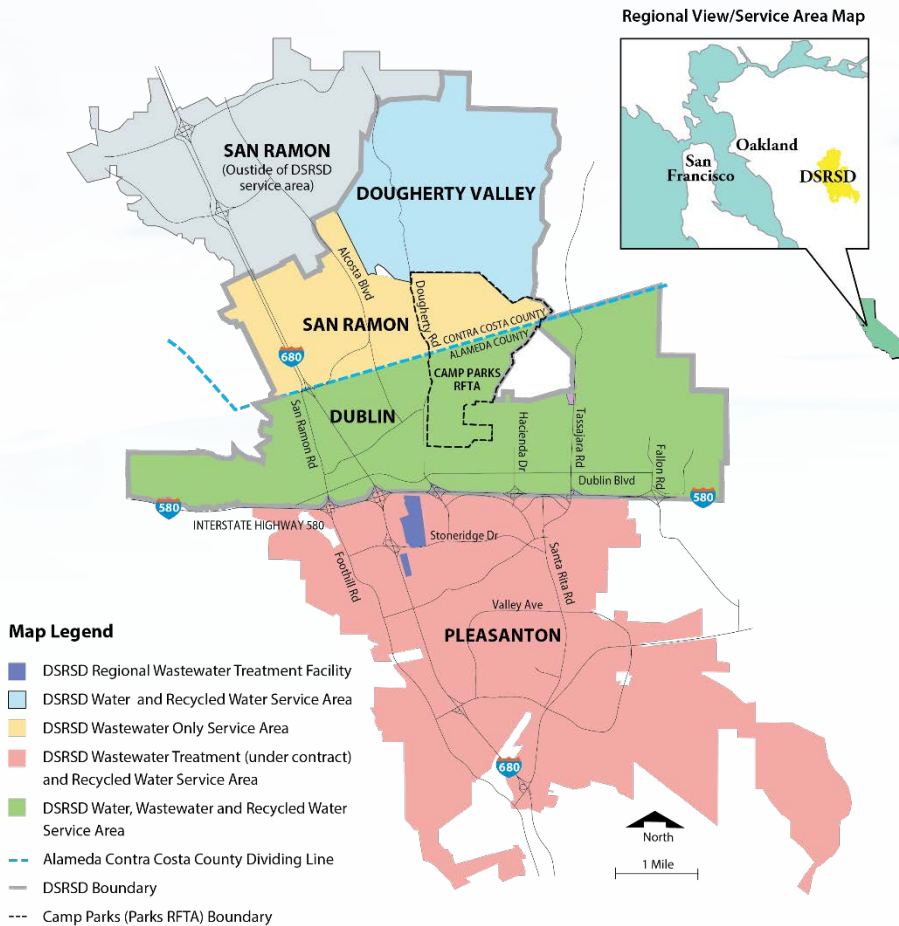
Financial Services Manager



Recruitment Services Provided by Ralph Andersen & Associates

About the District

The Dublin San Ramon Services District (“DSRSD” or “District”) is an independent special district founded in 1953. Serving more than 196,000 residents in the Tri-Valley, the District provides water, recycled water, and wastewater treatment services to residents, businesses, industries, and governmental agencies.



The District operates a Regional Wastewater Treatment Plant, which processes wastewater from the District’s service area in the cities of Dublin and San Ramon, and from Pleasanton (by contract). Through two joint powers authorities, the District also operates and maintains a water recycling facility and the wastewater disposal system. Through partnerships and innovation, the District is an industry leader in resource recovery, annually recycling over 40 percent of Wastewater Treatment Plan flows for irrigation. As a water retailer, the District serves over 26,995 individual water connections in Dublin and the Dougherty Valley area of San Ramon. Recycled water typically meets about 25% of annual water demand in the District’s service area.

About the District

continued

For fiscal year 2024, the District has 141 full-time equivalent positions and an operating budget of \$81 million. The ten-year capital improvement program for fiscal years 2024-2033 totals \$327.2 million and includes 120 projects.

The District is governed by five (5) area-based, elected Board of Directors who serve overlapping four-year terms. The Board retains the services of a General Manager as the Chief Executive Officer of the District. The General Manager implements Board policies and oversees the business of the District through four departments: Operations, Engineering & Technical Services, Administrative Services, and the Office of the General Manager.



Top Reasons to Join Our Team

- ◆ **Lead a team of dedicated and talented professionals who take pride in the work they do.** The District is invested in maintaining a culture that attracts, retains, and engages a high performing workforce in support of the District's Mission and Values. The Finance function was recently reorganized to integrate the Revenue & Utility Billing function into the Finance Division under a new Finance Supervisor for Revenues. Additionally, a Finance Supervisor for Accounting was recently created. The reorganization and additional staffing resources will enable the Finance Division to tackle many visionary initiatives in the years ahead.
- ◆ **Renew and revitalize our financial business practices.** DSRSD is committed to continuous improvement and "State of the Art" financial planning and management. The District recently completed a comprehensive "once in a generation" conversion of the Enterprise Resource Program and endeavor to fully capitalize on the human and infrastructure investment in these interrelated systems. The next challenges include developing a 4th generation of the District's 10-year financial planning models, exploring a debt financing policy for equitable funding of new and replacement infrastructure, modernizing the financial reserve policies, optimizing the capital Asset Replacement Program, and enhancing the performance and stability of the District's investment portfolio with the guidance of a third-party advisor.
- ◆ **Mentor a newer generation of financial managers and "up and coming" professionals.** DSRSD is growing the next generation of leaders in the financial management of public utilities, both to meet its own needs, and the needs of the industry. A bold, energetic leader will be ideal for guiding the District's professional growth as financial managers, supplementing the District-wide professional development and training program, and proactively educating the District's engineering and operational managers on excellent financial management practices.
- ◆ **Responsibly manage financial resources over the long-term.** The District has carefully built up its operating reserves and capital reserves over the last dozen years. The water operating and rate stabilization reserves are at 65% of annual expenditures, and the wastewater treatment operating and rate stabilization reserves ("Regional Fund") are at approximately 100% of annual expenditures. Moreover, the District's OPEB obligation is super-funded, and the Board of Directors recently adopted a practice of accelerated pre-payments towards the CalPERS Unfunded Accrued Liability (82% funded for the Classic program). The District is proud of how its recently adopted two-year financial plan lays out strategies and methods for bolstering the operational and financial success of the District over the coming years.



The Position

The Financial Services Manager is a mid-management position, reporting to the Administrative Services Director. This position is responsible for managing the financial services of the District, including accounting, budget, financial reporting and the audit process, debt management and investments, rate and fee studies, short- and long-range financial forecasting, revenue and utility billing. The Financial Services Manager serves as a professional and technical resource to the District's Executive Team and assists the Administrative Services Director with formulating policy alternatives, developing goals and objectives.

The Financial Services Division

The Financial Services Division consists of thirteen (13) full-time employees, including the Financial Services Manager, and incorporates several functions, including the accounting section which maintains the District's financial records, pays vendors, processes payroll, invests District funds, and prepares reports, financial statements, and statutory filings, and the revenue and utility billing section which provides comprehensive review and intake of the District's revenues and provides customer services for utility billing functions. Lastly, the Financial Services Division coordinates the District's annual audit, produces the Annual Comprehensive Financial Report (ACFR) and the biennial budget, performs various rate studies, and prepares long-term financial projections.

The Ideal Candidate

The ideal candidate for the position of Financial Services Manager will have significant experience in governmental finance and accounting and have an engaging and collaborative leadership style. The Financial Services Manager will have strong knowledge of financial rules and regulations, including financial reporting, and will have demonstrated the ability to prioritize and manage various financial functions. The ideal candidate will be strategically focused on the big picture, primarily in the areas of accounting, budget, and long-range financial management. The Financial Services Manager will work collaboratively with staff to ensure continuous operational and business process improvement, as well as have the ability to mentor and guide staff to continue the District's investment in the professional development of the District's team.

Additionally, the ideal candidate will be an excellent and effective communicator who will establish effective relationships with other members of the District's Management team to provide guidance on financial management practices.

Qualifying Education and Experience

Education: This position requires a Bachelor's degree in accounting, economics, business administration, public administration, or a related field.

Experience: This position requires 5 years of responsible professional experience in accounting, financial planning, and economic forecast, including two (2) years of supervisory responsibility. Public sector experience is desirable.



Compensation



The salary range for the Financial Services Manager is \$183,900 to \$223,488 annually depending upon qualifications and will be determined based on negotiations (salary listed includes 2.54% COLA increase effective 12/25/23). In addition, the District offers an excellent benefits package including CalPERS retirement (2.7%@55 Classic Member; 2%@62-PEPRA/New Member), medical (CalPERS), retiree medical, dental, vision, deferred compensation plan match, and flexible spending accounts.

Participation in the District's telework program may be made available for this position after three (3) months of employment (for employees newly hired to the District). If telework is offered and/or made available for this position, it will be for no more than two (2) days per week (Monday and/or Friday only) and would apply to a new hire or promotional candidate in accordance with the terms and conditions of the District's Telework Program.

Further details on benefits may be obtained at: [Compensation and Benefits | Dublin San Ramon Services District \(dsrsd.com\)](https://www.dsrzd.com).





To Be Considered

This is a ***confidential recruitment*** and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. This recruitment is considered open until final selection is made. Candidates are encouraged to ***apply immediately***, for optimal consideration. ***Electronic submittals are strongly preferred to Ralph Andersen & Associates via email to apply@ralphandersen.com*** and should include a compelling cover letter and comprehensive resume.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for virtual appraisal board interviews. Ideally, the new Financial Services Manager will begin work at DSRSD as soon as possible. Every effort will be made by District Leadership to accommodate an appropriate transition time to DSRSD.

Confidential inquiries are welcomed to Heather Renschler at (916) 630-4900. Alternatively, a preliminary discussion may be arranged by sending an email to scheduling@ralphandersen.com. Candidates are encouraged to further research the Dublin San Ramon Services District website at www.dsrdsd.com.

Dublin San Ramon Services District is committed to equal employment opportunity.