



WESTLANDS WATER DISTRICT IS SEEKING A DIRECTOR OF FINANCE & ADMINISTRATION

Annual Compensation
\$95,000 to \$140,000 (DOQ)

Final Filing Date: September 2, 2011
(or until filled)



*Westlands Water District is an
Equal Opportunity/ADA Employer*

The Organization

Westlands Water District was established in 1952. It is the mission of the District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

Today the District serves approximately 700 family-owned farms. The District leads the nation in irrigable acreage with approximately 568,500 acres of some of the most productive soils on Earth. More than 50,000 people live and work in the communities dependent on the District's agricultural economy.

A nine-member Board of Directors governs the District. The nine members are elected by the landowners in the District to staggered 4-year terms. The Board holds its meetings every third Tuesday of the month.

The District has 110 employees and a FY 2011-12 budget of approximately \$159 million.



The Position

The Director of Finance and Administration reports to the Assistant General Manager and accordingly is employed as an unclassified at-will employee. The Director position is a senior management level, single-position classification with direct management responsibility for professional managers and staff in the following areas: Customer Accounting, General Accounting, Information Systems, Purchasing, and Human Resources and Administration.

This classification is responsible for providing organization-wide leadership on financial and administrative issues and activities, and typically serves as Tax Collector, Assessor, Treasurer and Secretary of the District. The essential responsibilities and duties include the following:

- Provides leadership and direction in the development and implementation of District-wide financial goals, strategies, policies and regulations.
- Provides management direction of all activities to ensure results are accomplished efficiently and in accordance with acceptable standards, and in compliance with applicable laws, regulations, policies and procedures.
- Develops and monitors the preparation of complex financial studies, short and long-term financial plans, and capital financing/debt issuance.
- Manages all District funds and disbursements, evaluates interest rates and economic conditions, and determines the term and placement of excess funds for investment.
- Implements systems and procedures required by District policies, Federal and State statutes, and/or regulatory agencies.
- Implements and maintains continuous audit programs for District accounts and records, including those with other agencies.
- Develops, administers and controls the Divisional budget.
- Effectively motivates and manages division professional, technical and support staff.
- Develops and gains consensus with executive management on financial issues and decisions.
- Maintains familiarity with developing financial management technologies and appropriate application to meet the needs of the District.

The Candidate

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

- Possession of a bachelor's degree in Accounting, Business Administration, Finance or related field; **and**
- Seven (7) years of increasingly responsible experience in accounting, auditing, or financial management.
- Experience in a high-level administrative or managerial role which included supervisory responsibilities.
- Possession of a valid California driver's license and maintain a satisfactory driving record.
- Experience working in a water district or government agency would be preferred.
- Certification by the California Society of Certified Public Accountants is desirable.

Abilities and Knowledge

- Investment of public agency surplus funds.
- Serve as the financial advisor for the District.
- Initiate, develop and implement objectives defined by the Board of Directors.
- Provide effective leadership in a diversely staffed organization.
- Knowledge of the principles, practices and methods of accounting, auditing, budgeting, financial reporting, cost accounting, taxation, and revenue.
- Knowledge of principles and practices of public agency capital financing, governmental accounting, debt issuance and budgeting.
- Knowledge of California Public Records Act and Elections laws.
- Knowledge of effective leadership and staff supervision, techniques of interpersonal communications and relations, effective problem-solving and decision-making techniques, planning and delegating work, performance evaluations and progressive discipline.
- Knowledge of GAAP, GASB reporting and GFOA accounting standards and reporting requirements.

Compensation and Benefits

The salary for this position is within an annual range of \$95,000 to \$140,000, and will depend on qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- Retirement: Participation of California Public Employee's Retirement System with 2% at 55. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members.
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee, and the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave is accrued at the rate of 10 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.

Optional District Benefits include:

- Additional Life Insurance
- Section 125, Flexible Spending Plan
- Eligibility to join District's two sponsored credit unions: Golden One or State Center Credit Union

The District does not participate in Social Security or State Disability Insurance.

Application and Selection Process

To be considered for this position, please submit a cover letter with current salary, list of three work-related references (who will not be contacted in the early stages of the recruitment), Westlands Water District Employment Application, Comprehensive Professional Resume and responses to Supplemental Application. Send materials by Friday, September 2, 2011 to:

Westlands Water District
Attention: Diana Martinez
P.O. Box 6056, 3130 N. Fresno Street
Fresno, CA 93703

Visit the District's Website at www.westlandswater.org

Office Hours: Mon-Fri 8 a.m. to 5 p.m.

**For questions and inquiries, please contact:
Diana Martinez (559) 241-6205**

Emailed and faxed application materials will not be accepted

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given interviews.

Conditional Offer of Employment An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

Should you feel you need special accommodations for the interview due to a qualifying disability, contact the Human Resources Department at (559) 241-6205 immediately.

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