

MIDWAY CITY SANITARY DISTRICT

Director of Services & Program Development

Recruitment will be open until filled

Closing date for the first review of applications:

Sunday, July 2, 2023



OUR MISSION STATEMENT

“The Board of Directors and Employees of Midway City Sanitary District work diligently to provide sewer and solid waste services to the residents of the District.

Our top priority is to accomplish this in an ethical, efficient and cost-effective manner that will protect the health and safety of those we serve.”



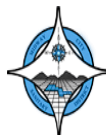
ABOUT MCSD

Midway City Sanitary District (MCSD) was formed by a vote of the people in 1939 for the purpose of providing the community refuse and sewer services. MCSD is an independent special district of the State of California, formed in 1939 under the Sanitary District Act of 1923. The first meeting of the MCSD Board was held January 13, 1939 at 7:00PM at the fire hall in Midway City.

Midway City Sanitary District services approximately 103,000 residents within its 10.4 square mile service area of the City of Westminster and the unincorporated area of the County of Orange known as Midway City. MCSD provides solid waste to approximately 19,900 residences and sewer services to approximately 35,000 residences & businesses.

MCSD is operated by a Board of Directors, General Manager, administrative staff and field personnel. The Board of Directors is elected by the public and serves staggered four-year terms. The Board of Directors meets on the first and third Tuesdays of each month. The General Manager is hired by the Board of Directors. MCSD employs thirty (30) employees that work in one of the service categories: administration, sewer system maintenance, solid waste and fleet maintenance, with the potential to expand during 2022-2023.

MCSD provides wastewater collection, cleaning of sewage lines, approval of plans, and the inspection of the construction of sewer built within MCSD boundaries by developers, solid waste disposal services to the residents and business (via a third-party franchisee, CR&R Incorporated) of the District. MCSD recovers the cost of its services through services rates imposed on users of the service.



Midway City Sanitary District
Serving Westminster & Midway City Since 1939

DIRECTOR OF SERVICES & PROGRAM DEVELOPMENT

Midway City Sanitary District

THE DIRECTOR OF SERVICES & PROGRAM DEVELOPMENT'S ROLE

We are looking for an exceptional and visionary leader to join our Executive Team as the Director of Services and Program Development. The Director of Services and Program Development will be hands on and has responsibility for applying creative, professional, and technical skills in communications, research, and the development, coordination, and evaluation of all services, activities, and programs, to the highest standards, so that the Midway City Sanitary District (District) can deliver and impact the community it serves.

The ideal candidate will excel at working with people and is a highly organized, efficient and an autonomous individual with the ability to manage our expansion as we transition into expanding our services, programs, educational outreach, and community presence. Your work will shape the District's services and processes.

The Director of Services and Program Development is a new role, leading Services and Program Development. You will report directly to the General Manager and will have responsibility for ensuring that the District's expertise in services and programs is best in class, while ensuring that there is continuous improvement in how we serve our customers and community. As a member of the Executive Team, you will also provide input to and help shape our overall strategy.

Your team provides expertise in communications, research, development, coordination, monitoring, and evaluation of all services, activities, and programs of the District. The Services and Program Department, supported by Operations, Engineering, & Finance and Human Resources Departments, are responsible for delivering the District's strategic goals and priorities.

This role will require someone who is technical, creative, intuitive, personable, intrinsically motivated, worldly, interested in hard challenges, highly flexible and adaptable.

AN EXCELLENT CANDIDATE

The following generally describes an excellent candidate to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

To excel in this role, you will have more than 5 years working in a management role. You have ideas about what works well in this industry, and you have seen opportunities to do much better. You want a leadership role in the organization, and you like the idea of having autonomy to pursue a vision. You want to build something.

You will be motivated by performance and focusing on social impact. You will need to be flexible in dealing with diversity: some of your responsibilities require a whole community vision and analyzing the District overall; other responsibilities require you to support the Executive Team working on project details; and other responsibilities require you to coordinate and collaborate across departments to devise approaches to advancing the District's goals and priorities.

To succeed in this position, you would start with the following:

- Strong leadership skills, including supervising others effectively and leading people through growth transitions.
- Experience in a management role delivering services, such as customer relations, strategic communications, and relationship building.
- Enthusiasm for *building* services, and a track record of delivering and improving services and program development.
- Prior success with executive responsibilities.

Education and Experience:

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

A Bachelor's Degree in, Public Administration, Communications, Marketing, Management, Business Administration, or related field, and five years of professional experience in services and program development and progressive leadership experience, including direct supervision. Preferably experience in public service or public administration in municipal government.

Language(s):

Complete fluency in oral and written English. Bilingual in one or several languages such as Vietnamese and/or Spanish is helpful but not required.

License and Certification:

- A valid California class C driver's license with satisfactory driving record and automobile insurance is required for the operation of a personal or City vehicle.

Candidate inquiries, applications, and resumes will be kept strictly confidential.

COMPENSATION AND BENEFITS

This position is Exempt and the salary range is \$103,001.60 - \$133,910.40 annually, dependent on the qualifications and experience of the selected candidate. In addition, the District offers an excellent benefits package that includes:

RETIREMENT: California Public Employees' Retirement System (CalPERS) defined benefit retirement plan, 2% at 55 plan for classic employees or 2% at 62 plan for new members as defined by the California Public Employees' Pension Reform Act of 2013 (PEPRA). The District does not participate in Social Security.

DEFERRED COMPENSATION: 457(b) pre-tax and 457(b) Roth plans are available through Nationwide Retirement System. Employees have the option to join and make contributions at their own discretion. The District makes no contributions to the employee account.

HEALTH INSURANCE: medical insurance is administered by CalPERS. Choice of HMO or PPO plan, with the District contributing up to \$1,875.00 per month towards the premium for employee and their eligible dependents.

DENTAL INSURANCE: District paid dental plan on behalf of the employee. Employees may elect to cover eligible dependents with the employee paying the premium for dependents.

VISION INSURANCE: District paid vision plan on behalf of the employee. Employees may elect to cover eligible dependents with the employee paying the premium for dependents.

HEALTH REIMBURSEMENT ACCOUNT (HRA): \$250.00 per month for employee and their dependents to spend on eligible healthcare expenses such as doctor visits & surgeries, over the counter medications, prescription drugs, dental & ortodontia and vision expenses.

LIFE INSURANCE: An amount equal to one times annual salary to a maximum of \$100,000. \$10,000 Life insurance for eligible dependents

HOLIDAYS: Seven (7) designated days plus three (3) floating personal holidays per year.

SICK LEAVE: One (1) day per month, with an incentive program of payout of unused sick leave annually.

BEREAVEMENT LEAVE: Five (5) full days for death of a family member or domestic partner.

JURY DUTY: Any full-time employee that is called for jury service shall be compensated at his/her regular rate for all time that he/she is required to be absent due to jury duty.

EDUCATIONAL REIMBURSEMENT: Tuition and materials reimbursement for approved related courses.

VACATION:

- 0-4 years = 10 working days
- 5-11 years= 15 working days
- 12-19 years = 20 working days
- 20 years and over 25 working days

HOW TO APPLY:

If you have any questions or inquiries, please contact Leanne Luu. Please apply online by submitting your employment application and resume to LLuu@midwaycitysanitaryca.gov

You may download an employment application online at:

<https://www.midwaycitysanitaryca.gov/files/658dd5998/EMPLOYMENT+APPLICATION.pdf>

TO VIEW THE FULL JOB DESCRIPTION, PLEASE VISIT:

<https://www.midwaycitysanitaryca.gov/employment-opportunities>



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