



MIDWAY CITY SANITARY DISTRICT

Director of Finance & Human Resources

Application deadline: Open until Filled



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 FINANCE & HUMAN RESOURCES

Midway City Sanitary District

THE DIRECTOR OF FINANCE & HUMAN RESOURCES ROLE

We are looking for an exceptional and visionary leader to join our Executive Team as the Director of Finance and Human Resources. The Director of Finance and Human Resources 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 finance, accounting, investments, and employee benefits and compensation, to the highest standards, so that the Midway City Sanitary District (District) can deliver and impact the community we serve.

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, outreach, and community presence. Your work will shape the District's services and processes.

- **Finance and Accounting:** Approximately 80% of your time and attention (including but not limited to): finance, accounting, budgeting, accounts payables, accounts receivables, and investments.
- **Human Resources:** Approximately 20% of your time and attention (including but not limited to): human resource activities such as employee compensation and benefits, payroll, and recruitments.

Under administrative direction, performs and supervises the fiscal operations and activities of the District, including budgeting, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, and investments. Performs human resource activities including recruitment, performance management, employee relations programs, compensation and benefits administration, classification analysis and training; conducts new employee orientation; and responds to questions and inquiries from employees and management staff. Coordinates assigned activities with other departments, officials, outside agencies, and the public; fosters cooperative working relationships among departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the General Manager and Board of Directors in areas of expertise; and performs related work as required.

This is a classification that receives administrative direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct supervision over assigned technical and administrative support staff.

Education, Certifications 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 Finance, Accounting, Business or Public Administration, and seven years of professional public sector accounting and finance experience, including at least three years of responsible management and supervisory level experience.

A CPA license or Master's Degree in Accounting, Finance or Business Administration is highly desirable.

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.

Minimum Qualifications (Knowledge of):

- Generally Accepted Accounting Principles (GAAP).
- Governmental Accounting Standards Board (GASB) Statements.
- State of California Government Code §53600 et seq.
- Applicable Office of Management and Budget (OMB) circulars.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Advanced principles and practices of municipal financial management, particularly in the areas of accounting, budgeting, auditing, and management information services.
- Principles and techniques of revenue and tax administration.
- Advanced principles and practices of Human Resources management.
- Techniques for providing quality customer service to the public, vendors, contractors, and District staff.
- Proficient in Microsoft Office.
- Modern office practices, methods, computer applications and equipment.
- Record keeping principles and procedures.
- Business letter writing and report preparation.
- English usage, grammar, spelling, vocabulary, and punctuation.

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

COMPENSATION AND BENEFITS

This position is Exempt and the salary range is \$126,097 - \$174,800 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 plan is 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.

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

SICK LEAVE: Accrual one day per month/12 days per year.

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:

- 1-4 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 application and resume to LLuu@mcsandst.com

You may download an employment application online at:

https://www.midwaycitysanitarydistrict.com/files/b961c759c/employment_application.pdf

TO VIEW FULL JOB DESCRIPTION, PLEASE VISIT:

<https://www.midwaycitysanitarydistrict.com/current-employment-opportunities>



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