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EXECUTIVE SEARCH

**Director of Finance &
Human Resources**
MIDWAY CITY SANITARY DISTRICT, CALIFORNIA

THE DISTRICT

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 in an ethical, efficient, and cost-effective manner that will protect the health and safety of those served.

Midway City Sanitary District (MCSD) was formed by a vote of the people in 1939 for the purpose of providing refuse and sewer services to the community. MCSD is an independent special district of the State of California, formed under the Sanitary District Act of 1923. The District services approximately 103,000 residents living within its 10.4 square mile service area in the City of Westminster and the unincorporated area of Orange County known as Midway City. MCSD is one of the largest sanitary districts in California, providing solid waste disposal to approximately 19,900 residences and sewer services to approximately 35,000 residences and businesses.

The District provides wastewater collection, cleaning of sewage lines, approval of plans and the inspection of the construction of sewer built within MCSD boundaries by developers, and solid waste disposal services to the residents and businesses (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.

MCSD offices are located in the City of Westminster which is strategically located with the State Route 22 (Garden Grove) Freeway on its northern boundary and the Interstate 405 (San Diego) Freeway on its southern boundary. Well-established by the 1990s as a multicultural community with deep roots in Western, Mexican, and Vietnamese histories, Westminster was designated an "All-America City" in 1996 by the National Civic League for civic accomplishments.

To learn more about the District, please visit Midway City Sanitary District (midwaycitysanitaryca.gov).



THE ORGANIZATION

The District is operated by a Board of Directors who are elected at large and serve staggered four-year terms. The Board is comprised of experienced

Board members who work cooperatively with one another and enjoy a kind and respectful relationship with staff. The General Manager reports directly to the Board and oversees the District's 33 full-time employees that work in one of the service categories: administration, sewer system maintenance, solid waste, and fleet maintenance.

MCSD is in an extraordinarily strong fiscal position with no debt and fully funded CalPERS liability.

With strong reserves, no debt, no legal issues, clean audits, and the CalPERS liability fully funded with a 115 Trust, the District is in an extraordinarily strong fiscal position. The District's total FY 2023-24 operating budget is \$15.2M and the Capital Improvement Program budget is \$1.95M. The District's primary revenue sources are trash and sewer service fees (47.14%) and Ad Valorem Taxes and Pass-thru property tax funds (33.43%).

THE DEPARTMENT

The service-oriented administrative staff provide the essentials for all operations within the District. The Administrative Staff consists of nine full-time employees including the General Manager, Director of Finance and Human Resources, Director of Operations/Safety, District Engineer, Director of Services and Program Development, Executive Secretary/ Board Clerk, and three Administrative Secretaries in the areas of accounting, human resources, and customer service/receptionist.

THE POSITION

Under administrative direction of the General Manager, the Director of Finance & Human Resources 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 assigned human resource activities



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including recruitment, performance management, compensation, and benefits administration, and responds to questions and inquiries from employees and management staff.

The Director 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.

Priorities for the Director of Finance & Human Resources include:

- Managing the Finance and Accounting function including service fees, complex financial analysis, finance, accounting, budgeting, accounts payables, accounts receivables, and investments;
- Managing Human Resources activities including employee compensation and benefits, payroll, recruitments, and risk management/safety in conjunction with the Director of Operations and Safety;
- Supervising Information technology related activities including oversight and management of the District's computer and software systems and its third-party vendors in conjunction with the Director of Services & Program Development and the District Engineer;

- Developing District budgets that achieve the CSMFO Award for Excellence in Budgeting;
- Managing the City's investment portfolio;
- Preparing the Annual Comprehensive Financial Reports and coordinating the audit;
- Coordinating and overseeing comprehensive fee studies;
- Evaluating and revising District policies and procedures as needed; and
- Functioning as a collaborative team member for a small and cohesive team of talented professionals.

THE IDEAL CANDIDATE

The District Manager is seeking an experienced public sector accounting professional who is authentic, compassionate, emotionally intelligent, and people-focused; highly organized, results focused, efficient, and self-sufficient; and innovative, visionary, and possesses the ability to manage the expansion of District programs, services, outreach, and community presence. The successful candidate will demonstrate they are:

- Logical, creative, detail oriented, and an innate problem solver who aims high and can assist the District Manager in taking the District to the next level;
- A servant leader who is caring, uplifting, kind, inclusive, and builds and cultivates relationships that are based on cooperation and mutual respect;
- A skilled communicator with strong listening skills who is able to adapt messages to the audience and explain complex terms in plain language;
- Approachable, friendly, and employs a participatory management philosophy that encourages interdepartmental cooperation, coordination, and high productivity;

- A self-starter who is self-motivated, directed, meets deadlines, and able to juggle multiple projects and tasks;
- Customer focused, infusing quality in all activities, and holding their self and team to high standards to ensure quality service for the District's customers;
- Confident, modest, self-aware, and takes ownership of mistakes;
- A steward of District resources who understands the value of innovation and quality improvement and effectuates change in a logical and respectful manner;
- A hands-on manager who is professional, collaborative, and resourceful; and
- Willing and able to work with a high level of independence and apply a high standard of professional ethics to their decision making and recommendations.



EXPERIENCE/EDUCATION REQUIREMENTS

A typical way to obtain the knowledge and abilities would be:

A Bachelor's Degree in Finance, Accounting, Business or Public Administration, or a closely related field, and seven years of professional government sector or related accounting and finance experience, including at least five years of responsible management and supervisory level experience.

A CPA license or a Master's Degree is desirable but not required. A valid California class C driver's license with satisfactory driving record and automobile insurance is required for the operation of a personal or District vehicle.

THE COMPENSATION PACKAGE

The annual salary range for this position is \$129,875-\$180,045, depending on qualifications. The selected candidate will serve a 6-month probationary period.

The District offers the following excellent benefits:

FLEXIBLE SCHEDULE: With approval of the District Manager, flexible schedules and periodic telecommuting may be authorized.

RETIREMENT:

- CalPERS Defined Benefit Pension:
 - » Classic members 2% @ 55 – with single highest year final compensation. Employees pay the 7% employee contribution.
 - » PEPRAs members 2% @ 62 – with 3-year average final compensation. Employees pay the full employee contribution (50% of the normal cost).
- 457 Plan – voluntary participation through Nationwide Retirement System.
- The District does not participate in the Social Security System. The employee portion for Medicare is 1.45%.

HEALTH & WELFARE BENEFITS:

- **CalPERS Health Plan:** The District will contribute up to \$2,075 towards the premium for employees and eligible dependents.



SEARCH SCHEDULE

- Filing Deadline:.....April 14, 2024
Preliminary Interviews (telephonic):April 25 & 26, 2024
Recommendation to District:May 14, 2024
Panel Interviews (In-Person):May 23, 2024
Finalist Interviews (In-Person):.....May 24, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- **Dental & Vision Insurance:** District paid for the employee; full family coverage available.
- **Health Reimbursement Account (HRA):** The District will provide employees \$250 per month to spend

The District provides lifetime medical for the retiree and their eligible dependents, currently up to \$2,075 per month.

on eligible healthcare expenses such as doctor visits & surgeries, over the counter medications, prescription drugs, dental & orthodontia and vision expenses for the employee and their dependents.

- **Life Insurance:** \$100,000 life insurance provided by the District and \$10,000 life insurance for eligible dependents.
- **Retiree Medical:** The District provides a lifetime medical benefit for the retiree and their eligible dependents, currently up to \$2,075 per month. To qualify, the retiree must be vested with CalPERS (5 years) and retire from the District.

ANNUAL PAID TIME OFF: Up to 25 days' vacation based on longevity; 12 days sick leave; 7 holidays; 3 floating holidays; 5 days bereavement, and jury duty (no limit). Sick leave may be cashed out annually or paid out at separation (100% for retirements and 50% for other separations).

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



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



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