



**JULY 2026
EXEMPT**

FINANCE AND ADMINISTRATIVE SERVICES MANAGER

DISTRICT OVERVIEW AND CORE VALUES

Mission: To protect public health and the environment while providing its customers the highest level of service consistent with prudent management of public funds.

CORE VALUES

- Safety: We are committed to the health and protection of our employees and community. We proactively foster a culture of care and vigilance, prioritizing safety over all else.
- Teamwork: We are committed to the power of collaboration through mutual respect, support, and trust to achieve success.
- Integrity: We are committed to honest, ethical, responsible, and transparent behavior while holding the public's interests above our own.
- Communication: We prioritize open, timely, transparent, and respectful communication in all our interactions.
- Service: We are dedicated to meeting the needs of our community and customers by delivering quality service.

JOB SUMMARY

Under administrative direction of the General Manager, this position plans, manages, and directs the District's finance and customer services operations; coordinates activities with other departments for efficiency and service quality; oversees programs, projects, and special assignments; and provides expert advice to District management.

CLASS CHARACTERISTICS

- This single-position management class oversees all District financial and customer service activities. The incumbent provides complex technical support and advice to the General Manager, department heads, and staff on related policies and procedures, and is accountable for achieving organizational goals within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the General Manager. Exercises direct supervision over professional, technical, and administrative staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Develop and implement goals, objectives, policies, procedures, and work standards for finance and customer support functions.
- Plan, direct, and coordinate staff work plans; assign responsibilities; review methods and procedures for quality and compliance.
- Identify and recommend process improvements and service integration opportunities; implement approved changes.
- Select, train, motivate, evaluate, and counsel staff; provide policy guidance and conduct staff meetings.
- Manage customer service operations, including reception, permit issuance, mail processing, inspections/permitting, and office equipment maintenance; coordinate with other departments and external agencies.
- Direct finance and accounting operations, including budget development and administration, financial transactions, recordkeeping, reporting, payroll, utility billing, auditing, investments, and treasury.
- Oversee preparation and monitoring of operating and capital improvement budgets; serve as technical advisor on budget matters; prepare periodic reports for the Board and management.
- Direct preparation of accounting records, regulatory reports, comprehensive annual financial statements, and responses to annual financial audits.
- Develop and implement policies for finance systems, investments, revenues, purchasing, accounts payable, and payroll.
- Monitor cash flow, prepare investment and financial reports, and assist with financial aspects of contracts and agreements.
- Attend Board and committee meetings; prepare agendas and related materials.
- Conduct research studies, analyze data, evaluate alternatives, and prepare recommendations and reports.
- Prepare correspondence, reports, procedures, ordinances, and other written materials.
- Monitor changes in laws, regulations, and technology; implement approved policy updates.
- Provide technical advice to management and the Board on financial and administrative matters; keep the General Manager informed of departmental activities.
- Rotate in administrative on-call duties as assigned.
- Contribute to a positive work environment and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited four-year college or university with major coursework in finance, business, or public administration, or equivalent is required, along with a minimum of five (5) years of increasingly responsible financial and administrative program management experience. A relevant master's degree is preferred.

Licenses and Certifications:

- Possession a valid California or Nevada Class C driver's license with a satisfactory driving record is desirable but not required.

Knowledge of:

- Principles and practices of public agency finance (governmental accounting, treasury/cash management, internal controls, fraud prevention, auditing, and reporting).
- Public agency budget development, contract administration, and accountability.
- Administrative principles including goal setting, program development/evaluation, and staff supervision.
- Financial information systems and related technology.
- Effective customer service operations and methods for integrating service efficiencies.
- Functions and responsibilities of an elected District Board of Directors.
- Data collection, analysis, and report writing techniques.
- Modern office practices, computer applications (word processing, databases, spreadsheets), and English usage.
- Applicable federal, state, and local laws, codes, and regulations.
- High-level customer service techniques for interactions with the public, agencies, and staff.

Ability to:

- Plan, organize, and oversee comprehensive public agency finance and customer support programs.
- Select, train, supervise, motivate, and evaluate staff; support their professional development.
- Develop and implement goals, policies, procedures, work standards, and internal controls.
- Recommend and apply continuous process improvements.
- Analyze and summarize financial data effectively.
- Interpret, apply, and ensure compliance with laws, regulations, and policies.
- Prepare clear financial and administrative reports, correspondence, and policies.
- Organize and prioritize multiple projects with competing deadlines; adapt to changing priorities.
- Use tact, initiative, prudence, and independent judgment.
- Represent the District effectively in meetings with agencies, community groups, and organizations.
- Work collaboratively on District-wide committees.
- Communicate clearly in person, by telephone, in writing, and through public presentations.
- Manage records and maintain positive working relationships.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

Ability to work in a standard office setting using computers and standard office equipment; read printed materials and screens; hear and speak to communicate in person, before groups, and by telephone. Primarily sedentary, with occasional standing, walking, bending, stooping, kneeling, reaching, and lifting/carrying up to 25 pounds. May operate a motor vehicle to visit District and meeting sites.

ENVIRONMENTAL ELEMENTS

Work is performed primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May interact with difficult individuals while interpreting and enforcing policies.

WORKING CONDITIONS

Occasional attendance at off-hours meetings is required.