



Invites Applications for the Position of: **DIRECTOR OF ADMINISTRATION**

\$77.08 — \$93.69 Hourly DOQ/DOE
(\$160,331 — \$194,884 Annual Salary)
plus Excellent Benefits!

Job Summary:

Under the general direction of the General Manager, directs, coordinates, plans, organizes and supervises the development and management of the District's Administrative activities including Human Resources, Employee Relations and Development, Safety and Risk, Water Conservation, Information Technology, Public Information, Administrative Services, Finance and Customer Service. Acts with a high degree of independence of action in the areas above.

Essential Functions:

Duties include but are not limited to the following:

1. Through subordinate managers and supervisors, plans, directs, and manages all activities and functions of the Administration Division including Administrative Services, Finance, Human Resources, Information Technology, Customer Service, Safety and Risk Management.
2. Oversees the District's records management system, including manual filing systems and automated document imaging and database systems; maintains responsibility for the accuracy and upkeep of District records, documents and other files.
3. Through the Administration and Customer Service sections, administers the District's public outreach and educational programs for schools, community organizations, service clubs, business community and the public. Oversees the development and maintenance of the District's website.
4. Directs the development and administration of the District's budget, revenue forecast, water rates, fees and charges.
5. May serve as the District's Assistant Treasurer or Treasurer.
6. Directs the district's Information Technology activities.
7. Coordinates the District's general liability, property, workers' compensation and benefit insurance programs.
8. Responsible for overseeing collective bargaining labor negotiations.

Essential Functions (Continued):

9. Through the Human Resources Department, recommends employment, promotions, recognition and disciplinary action for all District employees.
10. Through the Human Resources Department, administers employment procedures, grievances, classification and pay, and employer-employee relations.
11. Develops and implements policies and long range goals for departments and sections within the Administration Division.
12. Advises, instructs, and confers with the public on District policies and makes decisions as to the interpretation, implementation, and administration of those policies.
13. Serves as a representative of the District with other water agencies and public jurisdictions.
14. Composes contracts, correspondences, and memoranda as required.
15. Supervises, trains and evaluates the performance of reporting managers, supervisors and administrative staff.
16. May serve as the Acting General Manager when designated.
17. Performs other related work as assigned.

Qualifications:

Principles, methods, and practices of public water utility management relating to governmental financial accounting, statutory laws and regulatory agency rules governing special districts, public administration, cost estimating, contract administration, public personnel administration, employer-employee relations, supervision, employee development, public relations, budget development, and information systems.

English, usage, spelling, grammar and punctuation.

Knowledge of:

Advanced methods of report preparation and presentation.

Data processing.

Qualifications (Continued):

Demonstrated Ability to:

Effectively plan, direct, establish and achieve goals, manage and develop policies for all of the administrative functions of the District.

Collect, organize and analyze data on a variety of topics.

Exercise leadership, authority and supervision tactfully and effectively.

Communicate clearly and concisely.

Establish and maintain effective working relations with all District personnel and promote good relations with the public.

Must have a valid California driver's license and be acceptable to the District's automobile liability insurance carrier.

Training and Experience:

Five years of supervisory experience and project management experience in a related field and a combination of training, education, and experience that demonstrates possession of the knowledge and ability to perform the duties of the position as stated above. Additionally, two years professional level experience performing varied accounting, auditing, and financial analysis and reporting work.

Education equivalent to four-year college or university with a bachelor's degree in business, accounting, public administration or a related field. Post graduate courses in public finance, business or public administration are desirable. Possession of a Certified Public Accountant license preferred.

Benefits:

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family." In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of nearly 133,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 87 people.

The Director of Administration is an at-will position and not eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.

The Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the "careers tab". **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

Job offers are contingent upon a pre-employment medical examination and drug testing.

Oral interviews and testing will be done in compliance with local and state COVID-19 protocols and may include remote interviews as well as onsite physically distanced interviews/testing.

Open Until Filled