



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

### Director of Finance and Human Resources

**Status:** FLSA Exempt, Confidential in Nature and Non-Safety Sensitive  
**Supervisor:** General Manager  
**Effective Date:** February 11, 2022

#### **Supervision Received and Exercised**

Receives administrative direction from the General Manager and exercises direct supervision over the Customer Service Manager, Finance and Human Resources staff, and indirect supervision over Customer Service and Water Efficiency staff.

#### **Primary Function**

To plan, organize, direct and review the activities and operations of the Finance and Human Resources Division and the Customer Service and Water Efficiency Departments, which includes providing strategic direction and guidance for the District's Financial, Payroll, Human Resources, Risk Management and Purchasing functions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager. The Director of Finance and Human Resources is a member of the Senior Management team with full responsibility for the administration of the Finance, Human Resources, Customer Service and Water Efficiency Departments.

#### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Develop, plan and implement Division goals and objectives; recommend and administer policies and procedures.
- Coordinate Division activities with those of other divisions, departments, and outside organizations; provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee the Division and administration of the District budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments; oversee the formulation and execution of the District budget.
- Oversee and review the general accounting and purchasing activities of the District including the maintenance of the general ledgers and related subsidiary records.
- Assume overall responsibility for the coordination of the District's annual financial statement audit.
- Prepare a variety of detailed accounting, financial analysis, statistical and narrative reports as required.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Division.
- Provide leadership in the development and implementation of strategies, programs, policies, decisions, and other actions as they related to the administrative functions of the District.
- Safeguard the District's assets through the development and management of internal control systems as required by law or accounting standards.
- Advise General Manager on policy-level and technical aspects of assigned programs.
- Plan and administer long-range activities including the District's investment portfolio.
- Research and recommend employee benefit plans; negotiate rates with insurance carriers; address either personally or with the use of outside expertise, personnel related issues.
- Administer and monitor District's insurance programs including liability, property, workers' compensation, and fidelity coverage.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge, Skills and Ability Requirements:*

- Principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of financial administration including budgeting and reporting.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- Principles and practices of public sector human resources administration including recruitment, payroll, benefits, retirement and post-retirement health.
- Principles, practices and laws of purchasing, bidding, contracting and risk management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Modern office procedures, methods and computer equipment including financial system implementation.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Perform mathematical calculations and analyses and prepare clear and concise and comprehensive financial statements.

*Performance Behavior Requirements (Competencies):* The following list describes the performance behaviors necessary to meet the minimum requirements.

- Change Management: Manages, leads and enables the change process and transition while assisting others in adapting and dealing with change.
- Communication: Encourages and participates in open exchange of ideas orally and in writing; adapts format based on the needs of the audience and/or complexity of the subject.
- Conflict Management: Effectively prevent, manage and resolve conflict both internally and externally.
- Customer Focus: Proactively identifies and resolves customer concerns and needs; recognizes the importance of both internal and external customer service.
- Decision Making: Effectively makes decisions and solves problems using creativity and resourcefulness consistent with District's best interests.
- Flexibility: Adapts to and works in a variety of environments and with a variety of situations, individuals and groups; open to new ideas.
- Leadership: Demonstrates an ability and willingness to provide guidance to others.
- Industry Knowledge: Possesses an in-depth knowledge on the industry including recent and upcoming legislation affecting operations.
- Influencing Others: Gains support from others with respect to ideas, proposals, projects and solutions; conveys opinion consistent with District's best interests.
- Integrity and Trust: Develops and maintains the trust of internal and external customers; supports a culture of high standards and ethics.
- Interpersonal Skills: Develops, maintains and builds positive and collaborating working relationships at all levels within and outside the District.
- Job/Technical Knowledge: Demonstrates an in-depth knowledge, background and expertise related to the pertinent techniques, skills, procedures, work methods, rules and regulations.
- Mentor and Develop Others: Share industry and organizational knowledge with others.
- Organizational Awareness: Understands and fosters District structure and culture.
- Planning and Organizing: Coordinates projects and resources for effective completion.
- Results Orientation: Identifies goals and focuses personal efforts on achieving results consistent with District vision.
- Strategic Thinking: Develops creative ideas that maximize efficiency in resources while maintaining delivery of services and see the impact of decisions on operations.
- Vision Awareness: Maintains awareness of the District's vision and supports, promotes and ensures alignment within day-to-day tasks.

*Education and Experience:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration or a related field, with an emphasis in accounting.

Master's degree or CPA is desirable.

Experience:

Ten years of progressively responsible experience in finance and human resources, preferably with a municipality; including three years of administrative and management responsibility.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling	✓			
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors			