

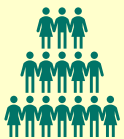


Mission Delta Diablo protects public health and the environment for our communities by safely providing exceptional wastewater conveyance, treatment, and resource recovery services in a sustainable and fiscally-responsible manner.



Business Services Director

Delta Diablo



**215,000
residents**



**76 miles of sewer
pipes, force mains,
5 pump stations**



**Wastewater
Treatment Plant**



**Recycled Water
Facility**



**Renewable
Energy
Production**



**Biosolids
Beneficial
Use**

Transforming Wastewater to Resources

www.deltadiablo.org

About Delta Diablo

As a California special district, Delta Diablo (District) provides wastewater conveyance and treatment services for over 215,000 customers in Antioch, Pittsburg, and Bay Point. The District's Wastewater Treatment Plant (WWTP), which processes an average of 14 million gallons per day (MGD) of wastewater, has been transformed into a "wastewater resource recovery facility" by producing an average of 7 MGD of recycled water via the Recycled Water Facility for use at two power plants and irrigation sites, generating onsite renewable electricity via biogas utilization that meets 50 percent of WWTP power demand, applying residual biosolids as fertilizer through land application at farm sites, and providing household hazardous waste collection and recycling services.

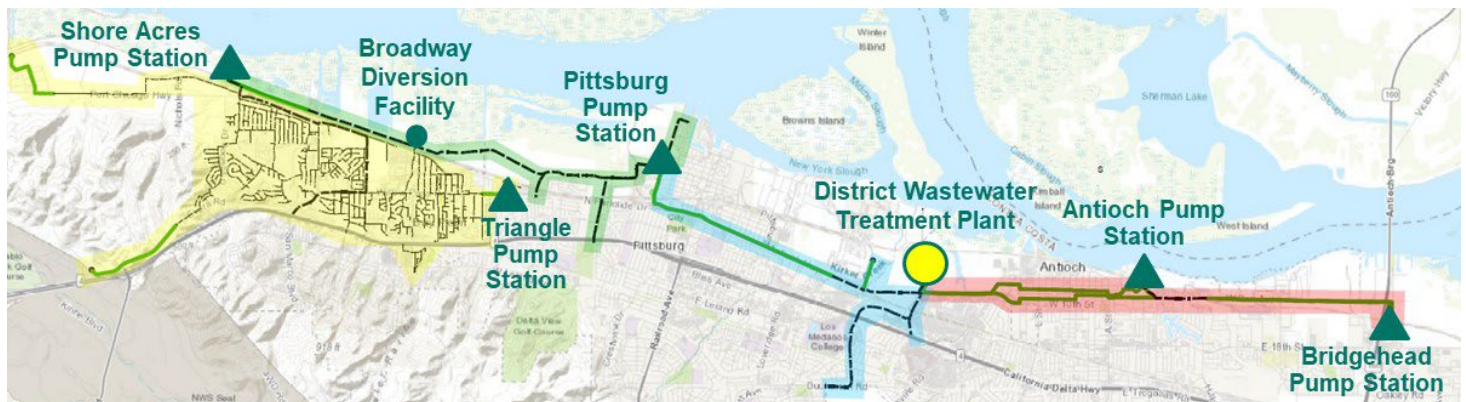


As a nationally-recognized leader and progressive "Utility of the Future," the District is firmly committed to organizational excellence, exemplary regulatory compliance, resource recovery, innovative approaches, sustainable solutions, and community engagement. In achieving our mission, we are focused on providing effective and reliable services, maintaining reasonable rates, and continuing to serve as responsible stewards of the public's resources and trust. The District is governed by a three-member Board of Directors that includes a Pittsburg councilmember, an Antioch councilmember, and the Contra Costa County Board of Supervisors Member representing the Bay Point community.

The District's FY22/23 Budget totals \$43.8 million, which includes \$31.7 million for operating, \$12.1 million for capital, and 77.5 full-time equivalent positions. The current 5-year Capital Improvement Program totals \$135.9 million to address aging infrastructure priorities and regulatory compliance needs.

Following extensive staff engagement, the District adopted a Strategic Plan (dated August 2021), which includes new Mission, Vision, and Behavioral Value Statements, as well as targeted strategies and objectives to support the six Strategic Goals highlighted below.

- Infrastructure Investment** Ensure the long-term effectiveness and reliability of critical District infrastructure through prioritized, cost-effective capital investment and maintenance
- Environmental Stewardship** Meet or surpass environmental and public health requirements to maintain public trust
- Fiscal Responsibility** Manage financial resources effectively to meet funding needs and maintain fair and reasonable rates
- Organizational Change** Embrace innovation, engagement, and change to enhance service delivery, work processes, and use of technology to drive sustained improvement in organizational effectiveness and efficiency
- Workforce Development** Support development of an engaged, skilled workforce that is dedicated to organizational excellence and exceptional service delivery
- Customer Services and Engagement** Deliver an exceptional customer service experience and embrace opportunities to enhance service value through engagement and collaboration



The Position

The Business Services Director is a member of the District's Executive Team, which includes the General Manager, Deputy General Manager, Resource Recovery Services Director, Engineering Services Director, and Office Manager/Secretary to the Board. This at-will position reports to and receives direct supervision from the General Manager, receives general supervision from the Deputy General Manager, and provides direct supervision to the Finance Manager, Human Resources and Risk Manager, and Information Technology Manager. The Business Services Director directs, manages, and administers all activities within the Business Services Department, which includes the Finance (includes accounting, purchasing, payroll, and warehouse functions), Human Resources (includes risk management), and Information Technology Divisions, 13.5 full-time equivalent positions, and an annual operating budget of \$5.7 million. Specific key responsibilities for this position include:

- Actively contribute to Executive Team discussions and advise the General Manager on departmental issues with significant policy, strategic, financial, technical, legal, regulatory, legislative, operational, administrative, human resources, and public affairs impacts
- Oversee development, preparation, and tracking of the District's annual budget (\$43.8 million in FY22/23, including \$31.7 million for operating and \$12.1 million for capital), and recommend appropriate management actions, as needed
- Manage financial planning activities, including cost-of-service studies; financial modeling; development and implementation of recommended Sewer Service Charge (SSC) adjustments (including Proposition 218 compliance); oversight of annual financial audit process, accounting function, and financial reporting; and management of external funding sources (e.g., debt issuances, grants, low-interest loans)
- Assist in identification, prioritization, and completion of annual Strategic Initiatives to support implementation of the District's Strategic Plan (dated August 2021)
- Identify, prioritize, and implement information technology solutions to drive sustained organizational excellence, effectiveness, and efficiency in the District's integrated business processes
- Represent the District in various industry association and regional collaboration capacities
- Support preparation of management strategies and financial impacts analyses for negotiating three collective bargaining unit memoranda of understanding (MOUs)
- Effectively address and resolve labor relations and personnel matters in coordination with the Executive Team and the Human Resources and Risk Manager
- Directly support enhancements to employee engagement and communications, workforce development, performance measurement, and succession planning efforts
- Support development of new and revised Board and District policies and procedures, while ensuring compliance with current legal, regulatory, and code requirements

Qualifying Education and Experience

This position requires a bachelor's degree (or equivalent) in business administration or management, finance, economics, public administration, or a related field from an accredited college or university. A master's degree in these areas is desirable. A valid CA Class C driver's license must be maintained.

This position requires ten years of progressively more responsible finance administration and analysis experience, including five years of supervisory experience (at a public agency is desirable) managing professional staff. Three years of experience in managing human resources and information technology is preferred.

The Ideal Candidate

The ideal candidate for the Business Services Director position will utilize excellent critical thinking skills, judgment, initiative, and situational decision-making abilities based on relevant work experience to effectively lead and manage a broad range of finance, budget, human resources, and information technology responsibilities and initiatives. This position requires the ability to thrive in a fast-paced, dynamic work environment with multiple competing priorities, while ensuring excellent collaboration, coordination, and communication with the General Manager, Executive Team, and key stakeholders from diverse work groups across the District. The ideal candidate will leverage strong interpersonal, oral, and written communication skills, transparency, and credibility to directly support the District's efforts to strengthen employee engagement, recognition, and communication.

Success in this position requires a strategic perspective, an understanding of business processes, strong awareness of financial reporting documentation requirements (including Government Finance Officers Association and Governmental Accounting Standards Board), and a continuous improvement focus to drive sustained organizational excellence, while effectively adapting to and managing new challenges and unforeseen issues. The ideal candidate will serve as an exemplary model for building a positive, connected culture that embraces change and organizational improvement, while exhibiting the key characteristics and traits described in the District's Behavioral Value Statements (refer to Strategic Plan).

Application Process

This recruitment is considered open until the position is filled. To be considered with the first review of applications, interested candidates are encouraged to submit the following information to Margaret Ramirez (Boucher Law, PC) via [Drop Box](#) by **9:00 am on Monday, May 22, 2023**:

- Cover letter
- Resume (highlight start/end dates for positions held, number of staff supervised/managed, and budget oversight responsibilities)
- Six work-related references (two supervisors, two direct reports, two colleagues)

Boucher Law will evaluate applications received based on information provided in this brochure and conduct preliminary interviews, as needed. Candidates determined to be the most qualified for the position will be referred to the General Manager for further interview and selection activities. The final selected candidate will be appointed following negotiation of the associated employment agreement. The District requires its employees to be vaccinated for COVID-19 subject to medical or religious exemptions.

Delta Diablo is committed to equal employment opportunity.

Compensation and Benefits

The District offers a competitive salary and benefits package relative to peer agencies in the San Francisco Bay Area. The established monthly salary range for this position is **\$17,732.34 - \$21,553.77 (\$212,788.08 - \$258,645.24 per year)**. A summary of employee benefits for this position is provided below.

CALPERS RETIREMENT	“Classic” Members: 2.0% @ 55 plan; PEPRA/New Members: 2.0% @ 62
MEDICAL, DENTAL, VISION COVERAGE	District pays up to 100% of Region 1 CalPERS Kaiser Plan; full dental and vision plans are provided
VACATION LEAVE	Minimum of 15 days per year
SICK LEAVE	96 hours annually, with annual sell back up to 40 hours
HOLIDAYS	11 paid, 3 floating annually
ADMINISTRATIVE LEAVE	40 hours annually
VEHICLE ALLOWANCE	\$500 per month
LIFE INSURANCE	Equal to annual salary on January 1 st each year
RETIREE MEDICAL	For new employees, District provides PEMHCA minimum with no employee contribution to OPEB Trust Fund; and \$100.00 per pay period to employee’s Retiree Health Savings Account (MissionSquare)
457/401A DEFERRED COMPENSATION	District matching contribution up to 4.0%
WORKERS’ COMPENSATION	Covered by District’s self-insured program
SOCIAL SECURITY AND MEDICARE	District and employee contribution
STATE DISABILITY INSURANCE	Employee contribution

In addition, the District offers a Flexible Spending Account, an Employee Assistance Program, a Tuition Reimbursement benefit, and gym membership subsidy under the Wellness Program.



visit: www.deltadiablo.org for more information.