

## SPECIFIC REQUIREMENTS

Candidates must possess the equivalent of five years full-time, increasingly responsible experience in a public water agency or closely related organization, of which at least five years were in a supervisory capacity, which included professional and/or management-level oversight of financial management, accounting, and/or administrative professional staff; **AND**

Possession of a Bachelor's degree from an accredited college or university in business administration, accounting or a related field; **AND**

All candidates must possess a valid California Motor Vehicle driver's license

For full requirements, see job description @ [www.acgov.org/](http://www.acgov.org/) hrs.

## APPLICATION PROCESS

If you are interested in this exciting opportunity, please complete an application and supplemental questionnaire on-line at [www.acgov.org/hr](http://www.acgov.org/hr). The final deadline is **March 10, 2015, at 5:00 p.m. PST**. Applications will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to participate in the next step of the selection process.

## SUPPLEMENTAL QUESTIONS

1. Describe your experience in strategic planning and visioning for an agency or department.
2. Please describe your experience planning and directing the financial matters of a department or organization, either directly or through subordinate personnel. Include in your response a brief description of your specific roles and the scope of responsibility in financial planning and administration. Also include the dollar value of the annual operating budget under your control, the size of the organization, the number of FTE's, and funding sources.
3. Describe your experience managing staff engaged in accounting, purchasing, financial management or other administrative activities. Include in your response a brief description of the management techniques you used which ensured the success of your staff.
4. Describe your experience in working effectively with Elected Governing Boards and their Finance Committees.
5. Describe a specific work-related example in which you were responsible for the development and implementation of your organization's long-range and short-range financial plans. Include in your response what your role and scope of responsibilities were as they pertained to financial programs. List the step-by-step procedure you took to implement fiscal management programs and the role of other people involved in the planning.

## COMPENSATION AND BENEFITS

**Annual salary range: \$170,851—\$207,667**

**Management Benefits Cafeteria Plan includes:**

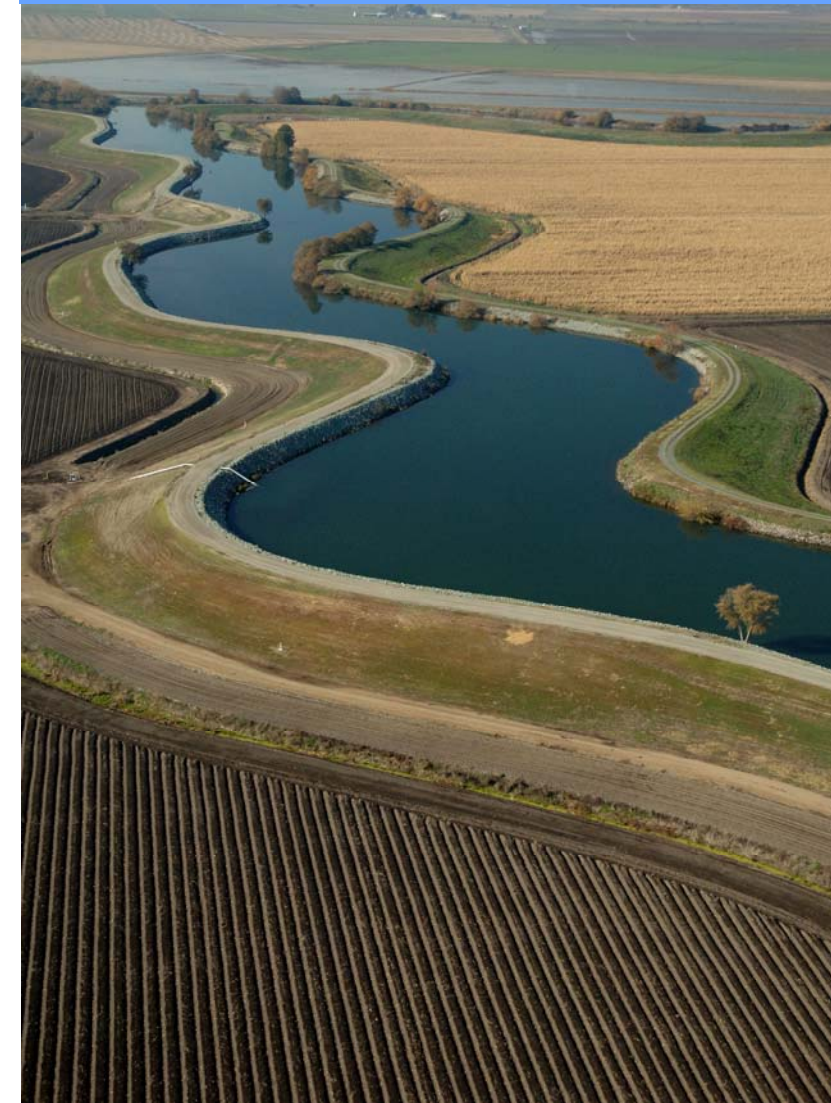
- Health and Dental Insurance
- Employee and Dependent Life & AD&D Insurance
- Health/Dependent Care Flexible Spending Plan
- Paid Vacation
- Paid Sick Leave
- Holidays (11 paid holidays; 4 floating holidays)
- Management Leave
- Paid Family Leave
- Long-Term Care Insurance
- Retirement Plan covered by the 1937 Act
- Deferred Compensation Plan Available
- Professional Development Opportunities
- Participation in Social Security
- Other Benefits

**Application packets must be received by:**

**March 10, 2015, 5:00 p.m., PST**

**Oral Exam/Interview Date: Week of April 27, 2015**

Alameda County Human Resources Department  
Monique Hill, Human Resources Analyst III  
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[www.acgov.org](http://www.acgov.org)



**Zone 7 Water Agency**

*Announces a recruitment for*

**Assistant General Manager—Finance**

**#15-4903-01**

**Application Closing Date: Tuesday, March 10, 2015 at 5 PM**

*Zone 7 Water Agency is an Equal Opportunity Employer*



## OUR MISSION

Zone 7 Water Agency is committed to providing a reliable supply of high-quality water and an effective flood-control system to the Livermore-Amador Valley. In fulfilling our present and future commitments to the community, we will develop and manage our water resources in a fiscally responsible, innovative, proactive and environmentally sensitive way.

## THE AGENCY

Zone 7 Water Agency is located in the Tri-Valley region of the eastern San Francisco Bay Area. It provides water to the more than 220,000 people and businesses in Pleasanton, Livermore, Dublin and, through special agreement with the Dublin San Ramon Services District, the Dougherty Valley area of San Ramon. We also supply untreated irrigation water (mostly to vineyards) and provide flood protection services to eastern Alameda County.

Zone 7 employs approximately 116 full-time employees and has an operating budget for the 2014/2015 fiscal year of \$94 million. The Agency's administrative offices are located in Livermore, CA, the easternmost city of Alameda County, which is bordered by Contra Costa County to the north and San Joaquin County to the east. Livermore, California's oldest wine region, is known for the science and technology of its national laboratories, a historic downtown area and the surrounding farm lands and ranches that mirror the Valley's western heritage.



## HISTORY AND SERVICES

Zone 7 Water Agency is a dependent special district established under the Alameda County Flood Control and Water Conservation District Act. Zone 7 was established by a vote of the residents of the Livermore-Amador Valley area in 1957, with its own independently-elected board to provide local control of integrated water resources. Zone 7 provides wholesale treated water, untreated irrigation water, and flood protection services. It has broad power to finance, construct and operate a system for the transportation, storage, treatment and distribution of water.



## THE POSITION

This is an exciting career opportunity serving as a key executive team member of a progressive organization. The Assistant General Manager of Finance reports to the General Manager and directs all Zone 7's financial affairs including the planning, organizing, direction and coordination of Zone 7's business services (financial, accounting, budgeting purchasing, investment and information technology). May be assigned to act as General Manager, and to perform related duties as required.

## QUALIFICATIONS

The ideal candidate has experience with a proven track record of success that demonstrates knowledge, skills and abilities in the following areas:

- A Masters degree in public or business administration or CPA is highly desirable;
- Knowledge of water agency finance or finances in a closely-related organization, including generally accepted governmental accounting principles, financial analysis and management practices in order to set organizational priorities by aligning business services functions and activities with Agency Strategic goals;
- Management of a variety of functional specialties with a large number of overlapping work areas;
- Optimizes performance within the organization by developing priorities and setting goals to achieve objectives;
- Maintains focus and intensity and remains optimistic and persistent, even under adversity;
- Ability to lead, direct and motivate staff to achieve the mission, vision and values of the Agency;
- Takes ownership of work done and results accomplished; rejects the "good enough for government work" attitude;
- Demonstrates diplomacy and political astuteness; successfully establishes and maintains effective working relationships with diverse groups including the Board of Directors, retail agencies, ratepayers and staff at all levels; and
- Effectively presents and receives information and concepts, in both written and oral formats.

## VISION AND VALUES

### VISION STATEMENT

To be recognized as the platinum standard water and flood control district in which to live, work and do business by enhancing the quality of life, economic vitality and environmental health of the communities we serve.

### OUR VALUES

**Open and Transparent**—The Board's meetings and communications shall be open and public, except when the Brown Act authorizes otherwise.

**Customer Service**—Our commitment to the community requires prompt, respectful and courteous relations with our customers, both internal and external, as well as pursuing community partnerships and collaboration with other area public agencies when beneficial to the public.

**Integrity**—We practice the highest ethical standards and maintain open, honest communications at all levels of the organization at all times.

**Fiscally Responsible**—We will operate in a productive, cost effective, transparent and efficient manner to ensure sound financial stability.

**Environmentally Sensitive** — In carrying out our mission, we are dedicated to preserving and enhancing the environment while complying with regulations.

**Innovative/Proactive**—We encourage innovation, creativity and ingenuity, seeking constant improvement and keeping up with the latest economical technologies and management practices

**Safety** — We are committed to public and employee safety to maintain a healthy work environment. We work safely and provide safe products and services

**Employee Development** — We foster a respect for diversity, equality, a spirit of performance-based accountability and productivity along with personal and professional growth for all team members so as to achieve excellence through the collective energy that comes from a work environment where each employee can flourish and succeed to their highest potential.