



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

FINANCE DIRECTOR

THE OPPORTUNITY

The McKinleyville Community Services District, a customer focused organization dedicated to providing the highest quality of service to the community, is searching for an experienced and energetic professional to serve as the next Finance Director. The ideal candidate will have a thorough understanding of local government procedures and high-level understanding of finance and accounting functions. Proactive leadership, communication, exceptional interpersonal, and problem-solving skills are essential for this role. Being a part of the McKinleyville team, both the organization and the community, is a rare and exciting opportunity.

WELCOME TO MCKINLEYVILLE

Located on a bluff overlooking the Pacific Ocean with a backdrop of tree covered mountains, McKinleyville is the fastest growing unincorporated community in Northern California's Humboldt County with a population of approximately 17,000. With a growing number of retail, professional services, community services and conveniences, the town is large enough to offer the amenities of a small urban area while maintaining a small town charm and friendliness.

The community offers a variety of activities, parks, trails, community projects, philanthropic organizations, an active senior center, recreation programs for pre-k through adults, and established school systems, including Cal Poly Humboldt and College of the Redwoods only a few minutes away. Characterized by mild, rainy winters and cool, dry summers, with an average temperature of 55 degrees, McKinleyville includes several watershed areas, including the north bank of the Mad River, Mill Creek and Little River, to name a few. McKinleyville is known as a recreation paradise offering activities such as surfing, hunting, and fishing, and is home to the Hammond Trail, which consists of over 5 miles of hiking, biking, and equestrian trails that link McKinleyville to neighboring communities.

ORGANIZATIONAL OVERVIEW

The McKinleyville Community Services District is an independent special district established in 1970. Serving approximately 17,000 people, the District provides water, wastewater, parks and recreation, library, streetlights, and open space maintenance services to residents and businesses in the unincorporated area of McKinleyville.

The District has 26 full time and 60 part time employees and its operating budget for fiscal year 23-24 is approximately 14 million in revenue. Water service is provided to approximately 6,500 active connections and wastewater services are provided to approximately 5,300 active connections.

The District actively plans for the future through the use of its 10 year Capital Improvement Plan, 20 year Wastewater Facility Plan, Water and Wastewater Mainline Replacement and Rehabilitation Plan and 5 Year Strategic Plan.

The District is governed by an elected five-member Board of Directors who each serve a four-year term. The Finance Director also serves as the Treasurer of the Board.

THE POSITION

The Finance Director is responsible for planning, organizing, and overseeing all District finance and accounting functions, payroll, accounts payable and receivables, purchasing, contracts, inventory control, risk management (insurance and workers compensation claims), customer service, clerical functions and financial policies and procedures. The Finance Director directly supervises Customer Service support staff and serves as Treasurer to the Board of Directors.

THE IDEAL CANDIDATE

The ideal candidate for the Finance Director of the McKinleyville Community Services District will join a professionally committed informal working atmosphere and will possess many of the following personal and professional attributes:

- Engaging leadership that will inspire, motivate, and empower staff to achieve District goals.
- Strong and effective communication skills, both oral and written, with the ability to present technical information with ease.
- Attention to detail, organized and risk averse.
- Strategic thinker and innovative with a long-term vision.
- People oriented, enthusiastic and passionate about working with a team.

In summary, the ideal candidate will be highly qualified, experienced, and motivated to connect with the community, staff, and the Board and who will oversee the financial stability of the District with effective and engaging style.

EDUCATION & EXPERIENCE

A combination of education and experience that would provide the necessary knowledge and skills may include the following:

Experience: Minimum five (5) years of full-time employment experience in a comparable position.

Education: A Certified Management Accountant (CMA), Certified Public Accountant (CPA) or a Master's degree of Business Administration from an accredited university with an emphasis in accounting, business, or public administration, or equivalent is required.

Special Skill Requirements: The position requires verbal and written communication skills; customer service

skills; leadership ability; advanced fund accounting skills; government finance knowledge and proficiency with computer networks and software applications including utility billing (the District uses CWS Multiple Operations Manager) and Microsoft Office Suite (Excel, Word, PowerPoint, and Access).

COMPENSATION

The successful candidate will receive a highly competitive compensation package that considers the candidate's qualifications and track record of career success. The existing monthly salary schedule for this position is \$7,904-\$10,088 and includes a generous benefit package (including Health & Dental Insurance, PERS and Deferred Compensation).

APPLICATION & SELECTION PROCESS

The filing deadline is Friday, March 15, 2024. Please submit a resume, letter of interest, five work-related references and current salary to:

Joseph Blaine, Board Secretary
Finance Director Search
McKinleyville Community Services District
PO Box 2037
McKinleyville, CA 95519
Phone: 707.839.3251
Fax: 707.839.8456
Email: jblaine@mckinleyvillecsd.com
Website: mckinleyvillecsd.com

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the District upon receipt of resume. The District will conduct interviews with the most qualified candidates Mid-March and final interviews end of March. An offer of appointment is expected following comprehensive reference, background and credit checks.

