

**CITRUS  
HEIGHTS  
WATER  
DISTRICT**



**DIRECTOR OF FINANCE AND  
ADMINISTRATIVE SERVICES**

Citrus Heights Water District

Citrus Heights, California

Salary: \$136,499.76 - \$184,390.20

Are you a professional with working knowledge of Governmental Accounting Standard Board (GASB) and Generally Accepted Accounting Principles (GAAP)? Do you have experience with managing complex projects with staff and contractors? Are you ready to lead a high functioning administrative team in a fast-paced environment? The Citrus Heights Water District is looking for their next Director of Finance and Administrative Services to join their team! Regional Government Services (RGS), and its staff, is conducting this recruitment for The Citrus Heights Water District. Click here for detailed information on this position in the Recruitment Brochure (Download PDF reader)

THE POSITION Reporting to the General Manager, the Director of Finance and Administrative Services plans, organizes, directs, and reviews the activities and operations of the Administrative and Finance functions of the District including, but not limited to, complex project management, ten year financial model, strategic planning, budget, accounts payable/receivable, payroll, purchasing, customer service, information technology, human resources, risk management, communications and public engagement, and Board of Directors' support; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

Supplemental Information Application Process and Selection Procedure The deadline to apply is July 10, 2022 before 11:59 PM PDT. To be considered for this exciting opportunity, candidates should apply to: [bit.ly/CHWD-DFAS](https://bit.ly/CHWD-DFAS)

Qualified candidates are required to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application. Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote screening interview, in mid July 2021. Only the names of the most qualified candidates who pass will be submitted to the Agency for consideration for final selection. Hiring interviews are tentatively schedule for the week of July 25th. Neither Regional Government Services nor the Citrus Heights Water District are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov). The Citrus Heights Water District is an Equal Opportunity Employer.