



DIRECTOR OF ADMINISTRATION

Vista Irrigation District

Vista, California

Salary: \$160,331 - \$194,884 annually DOQ
plus Excellent Benefits.

Under the general direction of the General Manager, directs, coordinates, plans, organizes and supervises the development and management of the District's Administrative activities including Human Resources, Employee Relations and Development, Safety and Risk, Water Conservation, Information Technology, Public Information, Administrative Services, Finance and Customer Service. Acts with a high degree of independence of action in the areas above.

Equivalent to four-year college or university with a bachelor's degree in business, accounting, public administration or a related field. Postgraduate courses in public finance, business or public administration are desirable. Possession of a Certified Public Accountant license preferred. Five years of supervisory experience and project management experience in a related field and a combination of training, education, and experience that demonstrates possession of the knowledge and ability to perform the duties of the position, two years professional level experience performing varied accounting, auditing, and financial analysis and reporting work.

Open Until Filled. Job offers are contingent upon a pre-employment medical examination and drug testing. Apply at: <https://www.vidwater.org>