



Administrative
Officer



A UNIQUE OPPORTUNITY

If you seek an exciting and rewarding career opportunity to contribute to the health, safety and welfare of the Sacramento area community, please consider joining the leadership team of the Sacramento Area Flood Control Agency (SAFCA) as our new Administrative Officer.

ABOUT SAFCA

SAFCA was formed in 1989 to address the Sacramento area's vulnerability to catastrophic flooding. This vulnerability was exposed during the record flood of 1986 when Folsom Dam exceeded its normal flood control storage capacity and several area levees nearly collapsed under the strain of the storm. In response, the City of Sacramento, the County of Sacramento, the County of Sutter, the Sacramento Water Agency, the Sutter County Water Agency, the American River Flood Control District, and Reclamation District No. 1000 created SAFCA through a Joint Exercise of Powers Agreement to provide the Sacramento region with increased flood protection along the American and Sacramento Rivers. SAFCA's creation was codified in State Law with the *Sacramento Area Flood Control Agency Act* in 1990.

The major levees protecting Sacramento are part of a system of federally authorized and State of California authorized levees and reservoirs which protect the flood-prone lowlands of the Sacramento Valley. Improvements to this flood control system are typically cost-shared with both the Federal government and the State of California in a partnership framed by Federal and State laws. Typically the Federal government contributes up to sixty-five percent of project costs, leaving the remaining thirty-five percent to the non-Federal sponsor, which in the Central Valley, is the State of California Central Valley Flood Protection Board (CVFPB). The State contributes up to seventy percent of the non-Federal share, leaving thirty percent for the local sponsor, such as SAFCA. Thus SAFCA's cost

sharing obligation for Federally authorized and State authorized projects is approximately ten and one-half percent (thirty percent of the thirty-five percent non-Federal share). Federal and State authorizations and appropriations, as well as a framework of Federal and State laws, dictate to a large extent how SAFCA's flood control system improvements are planned, permitted, designed, constructed, and operated.

SAFCA's activities are primarily funded from annual assessments imposed on benefiting properties in three overlapping districts in Sacramento and Sutter Counties, and development impact fees. District 1, established in 1990, provides funding for operation and maintenance expenses in the Natomas Basin, including those lying within Sutter County, and all properties in Sacramento County lying in the drainage basin of the American River. The Consolidated Capital Assessment District, established in 2007, provides funding for capital improvements to the levees protecting Natomas and North Sacramento, Folsom Dam, the levees along the American River, and the levees and related flood control facilities along Morrison Creek and its tributaries in South Sacramento County. The Natomas Basin Levee Local Assessment District, established in 2011, provides additional funding for capital improvements to the levees protecting Natomas.

SAFCA is governed by a 13-member Board of Directors who are appointed by the member agencies. The Board meets monthly. The Board appoints the Executive Director who serves as the Agency's Chief Executive Officer. SAFCA's FY 2015-16 total budget is \$87 million.

For more information, please refer to the SAFCA website at: www.safca.org.





Mission Statement

To reduce flood risk, thereby minimizing the impacts of floods on human safety, health, and welfare; and, consistent with these flood risk reduction goals, to preserve and enhance the environmental and aesthetic values that floodways and floodplains contribute to the quality of life in the Sacramento region.

THE POSITION

The Administrative Officer is a newly-created position that will report to SAFCA's Deputy Executive Director and serve as a member of SAFCA's management team. The Administrative Officer organizes and directs the financial budgeting process and activities associated with the planning, design, construction, and operation/maintenance of capital projects. Primary responsibilities include the preparation of annual budgets, financial reports, and analyses supporting all of SAFCA's operations. The Administrative Officer assists in long-term financial planning, including: updating the long-term strategic plan; related fiscal matters; assessment district administration and formation; debt management and utilization; bond issuance and administration; cost sharing/grant administration; contract management; and general and cost accounting.

The Administrative Officer is responsible for the Agency's administrative operations including personnel administration, risk management, management information systems, facilities management, and equipment procurement. The Administrative Officer will maintain working relationships with a broad cross section of the public, elected and appointed officials and other government agencies while working as a team member with technical and professional staff of SAFCA, its Board members, and other public and

private agency staff. The Administrative Officer will supervise a staff of four including an accountant, accounting technician, administrative assistant and secretary.

Experience and Education

The successful candidate will be a seasoned professional with eight or more years of progressively responsible experience in the administration and management of a comprehensive public or private agency finance program, including a minimum of four years of supervisory responsibility. A Bachelor's degree, in public or business administration, accounting, finance or a related field is required. A Master's degree or current registration as a Certified Public Accountant may substitute for one year of the required supervisory (not management) experience. Possession of a valid California Driver's License (Class C) is also required.

Personal Attributes

In addition to the experience and education requirements that are outlined above, Agency leaders have identified the following traits and competencies that the ideal candidate will possess:

- Exceptional interpersonal skills; able to work effectively and collaboratively with numerous internal and external stakeholders
- Self-starter; comfortable working independently with general oversight/direction
- Brings a "roll up your sleeves" approach to the workplace
- Detail-oriented with exceptional organizational skills
- Outstanding communication skills, both written and verbal; comfortable presenting in a public forum and delivering technical information in an understandable format
- Collaborative and team-oriented
- Maintains very high ethical standards – a person of exceptional character who naturally earns the confidence and trust of others





- Proven ability to employ organizational policies and procedures
- Technology savvy

COMPENSATION AND BENEFITS

Supplemented by a generous benefit package, the annual salary range for this position is **\$76,709 to \$107,937**. Actual salary will be dependent on the qualifications of the successful candidate. SAFCA's management compensation package includes the following benefits:

- California Public Employees' Retirement System (2% @ 55 plan for qualified "classic employees". New members to PERS participate in a formula of 2% @ 62)
- 403(b) Plan which provides tax-deferred savings for retirement (SAFCA contributes 4%)
- Flexible spending plan
- 12 – 14 paid holidays and 12 days of sick leave
- 20 days of vacation increasing to 33 days based on years of service
- SAFCA contribution toward health and welfare benefits, including medical, dental, life, and disability insurance
- Employee assistance program
- May receive technology allowance as authorized by the Executive Director

APPLICATION AND SELECTION PROCEDURE

To be considered for this challenging and rewarding career opportunity, please submit your cover letter, résumé, list of six work-related references and current salary by **Friday, April 1, 2016**. Résumés should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. Please submit your materials to: resumes@cpsshr.us

Preliminary screening interviews will be conducted by the consultant in early April with the most qualified applicants. Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Agency in early May. Appointment is expected shortly thereafter following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information about this position please contact Stuart Satow.



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