



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Business Manager	Range 48: \$11,331 - \$14,462/month (FY11-12)	July 1, 2011	1c
NOTES	The Business Manager position is a historical district position with significant responsibility and oversight covering budget development, day-to-day finance issues including AP/AR and payroll, and facilitating HR needs.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who will serve under the direction and supervision of the General Manager. The position will provide strategic and administrative support and oversee all District finance, budget and human resource responsibilities. The most desirable candidate will have at the time of application ten (10) years or more of increasingly responsible general accounting, budget and HR experience, including a minimum of three (3) years in a supervisory capacity. Additional consideration will be given to candidates that possess a California CPA.

This is a senior management level classification responsible for directing and supervising all budget and finance related activities and administrative strategic planning. Specifically, the Business Manager will be responsible for planning, tracking, monitoring and reporting on the District's \$24 million dollar annual budget, all District assets, banking, and payroll. In addition, this position will manage, monitor and maintain District health and retirement plans, employee leave accounts, District IIPP, and risk management including workers compensation. The successful candidate will be expected to operate independently with minimal supervision, and will be expected to make sound business decisions forwarding the mission and goals of the agency.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general direction:

- Financial planning and control
- Financial Reporting and recording: Plan, direct, coordinate, and review fiscal activities
- Budgeting and forecasting on a short-term and long-term basis
- Financial Analysis
- Cash Management
- Human Resource Management
- Personnel Record Management
- Manage job descriptions, salary grades
- EEOC and other regulatory policy management
- Worker's Compensation management
- Benefits Administration including medical and retirement
- Risk Management
- Service Charges
- Create accurate customer billings and manage collections
- Investigate, coordinate, and resolve all customer requests
- Other duties as necessary and/or directed
- Principles and practices of municipal accounting, budgeting, and financial record keeping
- Basic computer skills
- Use of basic office equipment
- Use of standard computer software for accounting and word processing
- Auditing techniques, principles, and practices
- Budget preparation and control procedures, and
- Principles and practices of supervision.

Special abilities:

- Communicate effectively, both orally and in writing, with those contacted in the course of work, including but not limited to the ability to use tact/diplomacy and establish/maintain cooperative working relationships
- Understand and accurately carry out written and oral instructions
- Take coaching, instruction and feedback with a cooperative and positive attitude
- Work in a standard office environment.

EDUCATION/EXPERIENCE REQUIREMENTS

A Bachelor's Degree from an accredited four-year college or university in Accounting, Finance, Business Administration, Public Administration, or a related course of study; **AND**, ten (10) years of increasingly responsible General Accounting, Budget management, and HR Administration experience: including three (3) years in a supervisory role.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license at the time of application and maintain a valid license throughout employment.

Possession of a California CPA is highly desired, but not required.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting at desk and at meetings for long periods of time: 60 - 80% (Heavy PC use)
- Standing: 5-10%
- Walking: 5-10%
- Bending Stooping/ Lifting up to 35 pounds: 5-10%
- Both large and fine hand movements
- Interact with public
- Create reports, memos, presentations, maps, e-mails, and performance measures
- Analyze organized and unorganized data and make recommendations
- Manage employees toward specified goals and objectives
- Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)
- Operate passenger vehicles occasionally
- Be able to work in an office environment and maintain professional relationships
- Be capable of facilitating and leading small and large groups
- Be capable of demonstrating ethical and structured business practices
- Be capable of holding employees accountable
- Be capable of encouraging and coaching employees
- Be capable of making decisions that further the goals and objectives of the District
- Be proficient with time management and task allocation limits
- Dress in a professional manner consistent with executive standards
- Be available for all District Board meetings, and other functions as required
- Other requirements as necessary or directed