



SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT

SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

The District Invites Applications for the Position of

FINANCE DIRECTOR

Opens: July 7th, 2017

Final Filing Deadline: July 28th, 2017 @ 5:00P.M.

MISSION - *Public education is one of the most important parts of the District's IPM (Integrated Pest Management) program. Without the help of residents, it would be impossible for the District to achieve its mission, "To safeguard the health and comfort of the citizens of San Mateo County through a planned program to monitor and reduce mosquitoes and other vectors."*



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THE COMMUNITY

San Mateo County Mosquito and Vector Control District (SMCMVCD) is located in the beautiful city of Burlingame in San Mateo County, California. With a population of just under 29,000, Burlingame is situated on the San Francisco Peninsula and has a significant shoreline on the beautiful San Francisco Bay. Named after diplomat Anson Burlingame, it is often referred to as the City of Trees due to the number of trees within the city and its numerous eucalyptus groves. Burlingame is known for its high residential quality of life, quiet neighborhoods, beautiful parks, excellent school, and a walkable downtown area. Next door to San Francisco, the community and surrounding area enjoys the cultural, educational and recreational amenities of a metropolitan area. Napa and Sonoma Wine Country and the Monterey Peninsula are all easy day trips.



THE DISTRICT

The **San Mateo County Mosquito and Vector Control District (SMCMVCD)** is an independent special district, located in beautiful San Mateo County, directly south of San Francisco. The District uses an integrated pest management strategy to safeguard the health and comfort of the residents of San Mateo County. The mosquito control program in San Mateo County is one of the oldest in the United States. Control work was initiated in 1904, when the Burlingame Improvement Club asked entomologists from the University of California to assist them in developing a plan to fight the city's mosquito infestations.

In 1915, the California legislature passed the **Mosquito Abatement Act** and the **Three Cities Mosquito Abatement District**, which encompassed San Mateo, Burlingame, and Hillsborough, was formed. It was one of the first three districts formed under the Act in 1953, the District merged with the Pulgas Mosquito Abatement District to form the San Mateo County Mosquito Abatement District, which covered most of the eastern side of the County, from Skyline Blvd to San Francisco Bay, south of the city of San Bruno. In 2003, North and West San Mateo County voters approved a ballot measure to join the District. On April 9th, 2008, San Mateo County Board of Supervisors passed a resolution to transfer specific vector control operations to the District and renamed it the **San Mateo County Mosquito and Vector Control District**.

THE POSITION

Reporting directly to the District Manager, the Finance Director oversees all administrative and accounting procedures and performs necessary tasks to ensure timely completion of assignments and requirements. The incumbent performs a wide variety of financial and administrative work requiring research, analysis, independent judgment and collaborative skills.

The Finance Director handles matters that are confidential in nature; and is responsible for oversight of all budgeting, accounting, record keeping, and filing functions of the District; and assists the District Manager by providing financial reports and oversees the preparation and implementation of the budget.

The Finance Director performs complex work in various staff and Trustee support areas including, but not limited to, forecasting, budgeting, administering the district's self-insurance and benefit programs, and cash management. Supervises staff as assigned.



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THE IDEAL CANDIDATE

The ideal candidate for this exciting position must have at least five years of progressively responsible experience in Finance or Accounting Management at a public agency; a thorough understanding of basic accounting; is a skillful supervisor with strong experience working with elected or appointed government officials. Must be skilled at coordinating finance activities and operations, including budget preparation, financial reporting and analysis and experience working with independent auditors; have excellent communication and interpersonal skills and is committed to the principles and practices of public administration, including governmental transparency.



KEY ESSENTIAL DUTIES

- Prepares annual budget and tracks all revenue and expenditures.
- Manages the annual audit process, working directly with Board-appointed auditor and implementing all recommendations approved by the Board.
- Prepares financial section for Board packet and other financial reports as needed. Gives presentations on District finances to the Board.
- Prepares reports for District Manager and the Board such as financial projections, analysis, and Annual Financial report.
- Supervises assigned staff to ensure proper accounting practices for the General Ledger, Accounts Payable, Accounts Receivable, Payroll, cash management and related financial functions.
- Writes, or assists in writing, policies and procedures.
- Administers fringe benefits and worker's compensation for all personnel, and ensures all insurance eligibility requirements are met.
- Oversees timely response to all benefit inquiries from staff and management. Oversees maintenance of employee records and ensures that all legal and policy requirements are met for such records.

EDUCATION/EXPERIENCE/TRAINING

Individuals meeting any combination of education, experience and training that would likely provide the required knowledge and abilities are qualified. A typical way to obtain the knowledge and abilities would be:

EDUCATION

- Education equivalent to graduation from an accredited four-year college with a degree in Finance or Accounting, preferably Government or Fund Accounting.

EXPERIENCE/TRAINING

- At least five (5) or more years experience as a Finance or Accounting Manager, or equivalent, preferably in a public agency, including at least one year of supervisory experience, is required.
- Thorough knowledge of basic accounting methods is required.
- Must be adept at using modern office equipment and have experience using computer database programs as well as Windows software programs including Word, Excel and QuickBooks.
- Must possess a valid California Driver's license and satisfactory driving record, as required for insurability with the VCJPA, using the accepted guidelines of the insurance provider. License must be maintained throughout employment. This position may or may not require operation of a District vehicle.



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COMPENSATION & BENEFITS

Salary will be DOQE and ranges between **\$85,593- \$116,068** annually. The District's compensation package also encompasses an attractive benefits package that includes:

- Medical, Dental, Vision, Life and Long Term Disability Insurance
- 13.5 paid holidays, plus 12 days paid vacation, and 12 days paid sick leave per year
- Participation in San Mateo County Employee's Retirement Association (SamCERA)
- Post Retirement Health Insurance



APPLICATION PROCESS

To be considered for this exciting opportunity, candidates should complete an online application and complete the required Supplemental Questionnaire through **CalOpps.org**. For information about the San Mateo Mosquito and Vector Control District, please visit our website at <https://www.smcmvcd.org>.

SELECTION PROCESS

Applications will be reviewed in detail to identify the most qualified candidates to interview. Only those applicants that demonstrate they are most qualified for this position will be invited to interview. The first interview will take place on **Tuesday, August 22, 2017** and a final interview may take place the following day on **August 23, 2017**. Please save both dates.

Deadline to apply: 5:00 P.M., on July 28, 2017

**All required applications materials must be submitted and received by the final filing date.
Inquiries may be directed to ngriffin@rgs.ca.gov**



Neither Regional Government Services nor San Mateo County Mosquito and Vector Control District are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance at any phase of the application or selection process should advise Human Resources by emailing:

Noreen Griffin,
Technical Specialist – Human Resources
Regional Government Services
Email: ngriffin@rgs.ca.gov
Telephone: (650) 587-7300, Ext. 88