

The County of Sacramento

invites applications for a

DIRECTOR OF INTERNAL SERVICES

for

**Sacramento Area Sewer District and
Sacramento Regional County Sanitation District**

THE POSITION

Sacramento County, a provider of staff for the Sacramento Area Sewer District (SASD) and the Sacramento Regional County Sanitation District (Regional San), is seeking an innovative, progressive, and customer-service oriented Director of Internal Services. The Director of Internal Services plans, organizes, and directs the operations and activities of the Department of Internal Services serving both Regional San and SASD.

The Internal Services Department, with about 95 positions, is responsible for a variety of administrative functions including information technology, records management, fiscal matters (budget, payment processing, and revenue collection), purchasing, stores and warehousing, payroll, clerical and office support, and training.

SASD and REGIONAL SAN

SASD maintains and operates a network of more than 3,000 miles of sanitary sewer pipe in the unincorporated areas of Sacramento County; the cities of Citrus Heights, Rancho Cordova, Elk Grove; and parts of the cities of Folsom and Sacramento. SASD delivers wastewater to Regional San's interceptor system. SASD has a staff of approximately 300 people.



REGIONAL SAN conveys and treats wastewater collected by four contributing agencies: SASD, the City of Sacramento, the City of Folsom, and the City of West Sacramento. Regional San provides regional wastewater collection, treatment and disposal services for residents and businesses covering 250 square miles of Sacramento and Yolo counties. On an average day, the system transports approximately 130 million gallons of wastewater to the Sacramento Regional Wastewater Treatment Plant located in Elk Grove, California. Regional San has a staff of about 480 people.

An Equal Opportunity Employer



www.sacsewer.com



www.regionalsan.com

THE IDEAL CANDIDATE

Successful candidates will have the ability to:

- Manage and lead a diverse organization
- Work well with the public, staff, consultants, and officials at all levels of government, including elected officials
- Exercise sound, independent judgement
- Analyze complex problems and implement creative solutions
- Drive, facilitate, and support continuous improvement while creating a positive work place culture
- Recognize and effectively manage ever-changing priorities, needs, and pressures placed on the organization
- Influence and persuade others to accept a particular viewpoint or take a particular course of action
- Collaborate and negotiate with groups and agencies to gain cooperation in support of goals
- Demonstrate keen interpersonal skills
- Be responsive to challenges and opportunities

Ideal candidates will have the following education:

Bachelor's degree from an accredited college or university in public administration, business administration, human resources management, or a closely related field. Note: Strong relevant experience may be considered as a substitute for a degree.

Ideal candidates will have the following experience:

Five years of experience leading and managing a team of professionals performing a broad range of administrative or support services, such as budgeting, human resources, information technology, or other centralized administrative functions.



INTERNAL SERVICE DIRECTOR APPLICATION & SELECTION PROCESS

To apply, please submit your resume, cover letter, three professional references, and current salary to:

Candice Mabra
MabraC@saccounty.net

Filing Deadline:
5:00 pm on March 24, 2017

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a series of one or more interviews.

Anticipated recruitment schedule:

- Notification of candidate selection for interviews: Early April 2017
- First round of interviews: Mid to late April 2017
- Final interviews: Early to mid May 2017
- Appointment: Early June 2017

Annual salary range for this position:

\$138,480 to \$152,049

(including allowances and management differential)

For more information regarding the County's compensation and benefits package, visit the County's benefits webpage at www.personnel.saccounty.net.

All other questions about this recruitment can be directed to:
Candice Mabra, Senior Personnel Analyst,
(916) 874-1681 or MabraC@saccounty.net.

Want to learn more about SASD and Regional San?
Visit sacsewer.com & regionalsan.com