FINANCE DIRECTOR

DUBLIN SAN RAMON SERVICES DISTRICT (DSRSD)

Dublin San Ramon Services District

Water, wastewater, recycled water

THE DUBLIN SAN RAMON SERVICES DISTRICT

Celebrating over 70 years of service, the Dublin San Ramon Services District (DSRSD) is a recognized leader in delivering high-quality water, wastewater, and recycled water services to 194,600 residents in the Tri-Valley region of Alameda and Contra Costa counties. Originally formed in 1953, the District has evolved into a modern, innovation-driven utility known for environmental stewardship, regional collaboration, and customer-focused service. The District was recently recognized as a 2025 "Utility of the Future Today" for its work in water reuse. The national recognition celebrates water agencies that are transforming their operations through innovation, technology, and organizational change to build a more resilient water future for their communities.

DSRSD's service area includes the City of Dublin, the Dougherty Valley area of San Ramon, and regional wastewater treatment for the City of Pleasanton. It operates a robust drinking water distribution system and maintains over 26,000 individual water connections in Dublin and the Dougherty Valley area of San Ramon. The District's state-of-the-art Regional Wastewater Treatment Plant processes an average of 12.6 million gallons per day (MGD) of wastewater from the service area. Through two joint powers authorities, the district also operates and maintains a 16.2 MGD water recycling facility and a 41.2 MGD treated wastewater conveyance system. Through partnerships and innovation, the agency is an industry leader in resource recovery, annually recycling 40 percent of the Wastewater Treatment Plant flows for irrigation and up to 100 percent during peak summer days. Recycled water typically meets about 25 percent of annual water demand in the District's service area.

Governed by an elected five-member Board of Directors, DSRSD is financially sound, forward-thinking, committed to continuous improvement in service delivery, and has a strong focus on innovation, operational excellence, and regional engagement. The General Manager implements Board policies and oversees the business of the District through five departments: Operations, Engineering, Finance, Administrative Services, and the Office of the General Manager. For Fiscal Year 2026, the organization is supported by 142 full-time equivalent positions with an operating budget of $91 million. The ten-year Capital Improvement Program for Fiscal Years 2026-2035 totals $288.8 million and includes 121 projects.

The DSRSD 5-year Strategic Plan provides a roadmap, ensuring daily operations align with the organization's long-term vision for adaptability, resilience, and innovation.

THE MISSION OF DSRSD

Protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.

DISTRICT GOALS

- Environmental Protection & Regulatory Compliance
- Long-Term Financial Stability & Sustainability
- Workforce Development & Planning
- Resilient & Effective Operations
- Long-Term Infrastructure Investment
- Customer Service & Community Engagement

To discover more about the Dublin San Ramon Service District, visit: www.dsrsd.com.

THE FINANCE DEPARTMENT

The Finance Department is a new, standalone department supported by a talented team of 12 staff and an FY 26 operating budget of $3.4 million. Prior to FY 26, the District's financial functions were managed by the Administrative Services Department. The 2024 Workforce Study recommended the creation of a separate Finance Department with a dedicated Finance Director responsible for overseeing and managing the district's finances. The Department has three divisions: Finance Administration, Accounting, Utility Billing and Customer Services. The Finance department prepares timely and accurate financial information, analysis, and reporting; provides internal accounting and financial support to other departments; and provides customer support with utility billing, revenue collection, and customer services.

Key projects in the coming year include:

- Completing a wastewater rate study currently underway
- Updating the District's 10-year financial models
- Exploring options to manage long-term obligations for pension and other post-employment benefit plans
- Updating water and wastewater capacity reserve fees following the completion of the Water and Wastewater Treatment Master Plans
- Performing an overhead and indirect cost allocation study
- Initiating the preparation of the next two-year Budget
- Optimizing the use of the new Enterprise Resources Planning System (Tyler Munis ERP)
- Identifying a new fixed asset management system

Finance Director

Reporting directly to the General Manager, the recently created Finance Director position is a core member of a talented and collaborative Executive Team and serves as the District's Chief Financial Officer. The Director leads the Finance Team to provide reliable, proactive administrative and financial services, including accounting, utility billing, and outstanding customer service. The Finance Director will bring expertise in public-sector budget preparation and administration, accounting, and financial analysis, and ideally have experience with utility billing and related customer services. The Finance Director serves as a trusted advisor to the General Manager, the Board, and other Executive Team members.

This is an exciting opportunity for a skilled finance professional to optimize core financial functions in a high-performing organization committed to continuous improvement, innovative practices, and providing exceptional customer service.

THE IDEAL CANDIDATE

DSRSD seeks an experienced, knowledgeable public-sector finance professional who thrives in a collaborative team environment to serve as its next Finance Director. The ideal candidate will be respected for their technical expertise, leadership style, and ability to develop creative financial solutions that advance the District's policy goals. A proven track record in developing credible financial forecasts and defensible long-term projections, and in applying strategic thinking to guide organizational decision-making, is essential.

This forward-thinking professional will be skilled at anticipating and articulating emerging financial trends and recommending viable strategies to maintain the District's financial position. The successful candidate will implement best practices to enhance efficiency, reduce costs, and ensure the highest-quality financial information. They will also be able to quickly establish credibility and earn the confidence of staff, District leadership, and the public.

The next Finance Director will be a resilient, collaborative, and accessible leader who values teamwork and transparent communication. Adaptable and solutions-oriented, this individual will approach challenges creatively while championing modernization, innovation, and continuous improvement. With strong analytical abilities and attention to detail, the Director will excel at identifying key issues and presenting practical, well-reasoned solutions. Experience managing technology-driven systems—particularly following the District's recent implementation of a new ERP platform—will be valuable in ensuring user-friendly, efficient, and accurate financial operations and reporting.

An exceptional communicator, the Finance Director will be confident presenting complex financial information in clear, relatable terms to a variety of audiences, including staff, executive leadership, the Board, and the public. This individual will demonstrate a calm and confident demeanor during public presentations and discussions regarding the District's financial condition. Strong written communication skills are also critical, including the preparation of key documents such as the Annual Comprehensive Financial Report, Long Term Forecasts, and Operating and Capital Improvement Budgets.

As an engaged and empowering people manager, the Finance Director will motivate and develop staff while fostering a culture of collaboration, accountability, and respect. This leader will delegate effectively, streamline and modernize business processes, and ensure the Finance team consistently delivers timely and accurate information. Through mentoring and professional development, the Director will strengthen the team's reputation for reliability, approachability, and exceptional customer service.

The successful candidate will possess any combination of education and experience which provides the required knowledge and abilities necessary for successful job performance, with the ideal candidate having ten (10) years of increasingly responsible experience in public administration, finance, accounting or business management including five (5) years of supervisory or administrative responsibility and a Bachelor's degree with major coursework in business management, accounting, public administration, or related filed. A license as a Certified Public Accountant is desirable.

Application & Selection Process

The closing date for this recruitment is **11:59 p.m.** on **Sunday, November 30, 2025**. To be considered for this opportunity, upload cover letter, resume and list of six (6) professional references using the "Apply Now" feature at **www.tbcrecruiting.com**.

TB&Co.

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COMPENSATION & BENEFITS

The salary range for the Finance Director is $226,572 - $274,380. Appointment within the range will be DOQE. In addition to salary, DSRSD offers a competitive benefits package that includes, but is not limited to:

Retirement – PERS: 2.7% at 55, single, highest year for "CLASSIC" members. Employees pay 8% of member rate on a pre-tax basis. 2% @ 62, for "NEW" members. Employees pay 7.75% of member rate on a pre-tax basis. The District and employees also contribute to Social Security and Medicare.

Retiree Medical – Percentage calculated based on years of service with DSRSD.

Deferred Compensation Program – District contributes the first $2,500 per year.

Medical Insurance – CalPERS Medical with a generous District contribution for employee, employee plus one, and family coverage, or $400 per month in lieu payment if medical insurance is waived.

Dental and Vision Insurance – District paid.

Life Insurance – 2 times annual salary, up to $400,000.

Disability Insurance – District paid Long-term and Short-term Disability Insurance.

Vacation Leave – Vacation leave accrues at 30 to 40 days per year based upon years of service.

Holidays – 9 fixed holidays per year.

Paid Sick Leave – 12 days per year.

Employee Assistance Program

The Finance Director is an unrepresented "at-will" position covered by the Unrepresented Salary & Benefits Board Resolution for Senior Management Employees. Salary and benefit information are approved in the Unrepresented Salary & Benefits Resolution through December 2025 and are subject to change pending Board approval of a new Salary & Benefits Resolution.

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in interviews with the District. The agency anticipates making an appointment shortly thereafter, following the completion of thorough background and reference checks. The recruitment is completely confidential, and references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

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