



CRESCENTA VALLEY WATER DISTRICT

DIRECTOR OF FINANCE & ADMINISTRATION – JOB POSTING

Application Deadline: September 18, 2025, at 4:00pm or until filled

Our Mission: *To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.*

Our Vision: *Secure sustainable water supplies and ensure infrastructure reliability while furthering our commitment to accountability, transparency, and cost-effectiveness.*

THE POSITION

This is an exceptional opportunity for a well-rounded professional with exceptional management and leadership skills to join a great team that continually strives for the betterment of the District and the community it serves.

The Director of Finance & Administration serves a critical role in fulfilling the District's vision and mission as guided by the Strategic Plan and fueled by the Values Statement. Under direction of the General Manager, the Director of Finance & Administration plans, directs, manages, and oversees the functions, programs, and activities of Finance & Accounting, Customer Service, Information Technology, and Human Resources. In addition, this position provides highly responsible and complex analysis and administrative support to the General Manager and other internal departments. The Director of Finance & Administration also coordinates assigned activities with customers, the Board of Directors, other departments, and outside agencies and consultants.

THE IDEAL CANDIDATE

The ideal candidate is looking out for the common good of the organization, while seeking out opportunities to bring new ideas and innovative thinking to the District.

This candidate is a coach, mentor, and consensus builder who is deliberate and passionate about teamwork, leadership and professionalism, is flexible and a good listener, and can express ideas and exercise good judgment in analyzing situations and making decisions.

They will be savvy, resourceful, inclusive, influential, collaborative, and results-oriented, and they will utilize these skills to build and maintain relationships with the community, regional stakeholders, professional organizations, and staff and be a primary agent in implementing the District's Values Statement and realizing the Strategic Plan. They will have at least ten (10) years of increasingly responsible experience, preferably in the water and wastewater industries, at least three (3) of which were in a management capacity.

SALARY AND BENEFITS

CVWD is an equal opportunity employer and provides a generous benefits package.

- Salary range is \$154,596 - \$226,896. This position is classified as exempt.
- Comprehensive Medical (Anthem Blue Cross HMO + 1), Dental, and Vision insurance plans
- PERS retirement plan (California State pension system)
 - Classic Members – 2% at 55
 - PEPRAs Members – 2% at 62
- 10 days of vacation to start, 11 sick days, 3 floating holidays, 7 administrative days, 12 holidays annually
- District-provided term life insurance and disability insurance coverage
- Vehicle stipend of \$350/month
- Optional \$3,500 annual medical reimbursement plan in lieu of Dental and Vision Coverage
- \$300 annual wellness stipend
- 9/80 work week schedule
- Optional deferred compensation plan
- Educational reimbursement program

To be considered, please submit a detailed cover letter and resume, along with a completed employment application available at www.cvwd.com/employment, where a complete job description is available. Applications can be hand delivered or sent to jlee@cvwd.com. The filing deadline is September 18, 2025 at 4pm or until filled.