

**District Manager
Placer Hills Fire Protection District
Full-Time Position**

Open Date: August 1, 2023 *Deadline extended to September 18, 2023*

Salary Range: \$96,500 – 105,500

The Placer Hills Fire Protection District (Placer Hills FPD), Placer County California, services a 34 square mile area home to approximately 12,500 full time residents and a day population of about 15,000 people. The District serves the communities of Applegate, Clipper Gap, Eden Valley, Meadow Vista, and Weimar.

In addition to fire and EMS paramedic emergency response, the District provides fire and life safety services which include public safety education, community service, and safety inspections. The District operates out of three facilities, two stations staffed 24/7 and one maintenance and repair facility. There are 18 full-time personnel and approximately 6-8 limited term, seasonal, and part-time personnel. The District responds to approximately 1500 calls for service annually.

The Placer Hills Fire Protection District is contracted by the Newcastle Fire Protection District and the Penryn Fire Protection District to provide administrative and command and control services. The Placer Hills Fire Protection District and Newcastle Fire Protection District are in the process of re-organization to become one independent fire protection district.

General Duties and Responsibilities:

The position of the District Manager is responsible for planning, coordinating, supervising, evaluating, and managing all accounting, financial, procurement and human resources systems for the District. This position requires a high degree of coordination with District members, contracting agencies, Placer County, and State of California agencies. Essential duties include developing and administering the annual budget, participating in audits, conducting all phases of payroll, accounts payable and receivables, general ledger, assets, and debt administration. Preparing month-end reconciliation and financial reports for Board of Directors, monitoring revenue and expenditures, managing all human resource functions, pre-employment processes, and supporting executive staff. The Finance Manager is a management position who works under the direction of the Fire Chief.

The ideal candidate will possess the following attributes:

- Knowledge of principles, methods, and practices of general management, governmental accounting and budgeting, financial analysis, forecasting and reporting, internal controls and auditing procedures, cash management, debt issuance, and investments.
- Knowledge of generally accepted accounting principles (GAAP), and other pertinent Federal, State, and local laws.

- Ability to manage all human resource functions including coordinating personnel and pre-employment processes, HR policy development.
- Knowledge of workers' compensation programs and family medical leave administration, member benefits, implementation, and compliance.
- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of District wide goals and objectives.
- Ability to analyze, interpret, summarize, and present information and data in an effective manner and prepare complex financial statements, reports, and analyses.
- Ability to communicate clearly and concisely both orally and in writing, articulate ideas and processes in the development of reports and presentations.
- Ability to maintain confidentiality, professional credibility, and perform effectively under continual deadlines and associated demands.
- The ability to work independently.

Education and Experience:

- AA/AS, BA/BS Degree in business, public administration, accounting, finance, or related field, desirable.
- Five (5) years responsible experience in accounting, financial, budgeting, analysis and human resources (Governmental financial or accounting experience desirable)
- Five (5) years of administrative responsibilities.
- Valid driver's license.
- Any combination of education, experience, and training that demonstrates the knowledge, skills, and abilities, may be considered in lieu of education and experience requirements.

Benefits:

Competitive benefit program that includes health (employer pays up to \$1,784.54 monthly), dental and vision insurance (employer pays 100% including dependents), Cal PERS retirement; current members 2%@55, new members 2%@62, vacation, holidays, and sick leave. District pays \$1,117.04 per month in lieu of health benefits. Deferred compensation plan is offered through CalPERS. Uniform provided by the District.

Employees hired in this position will serve a probationary period of one year.

Recruitment Timeline (may be adjusted)

Applications due at Placer Hills Fire Administration Office: **September 18, 2023**

Interviews conducted (panel interviews): October 2, 2023

Interview with Fire Chief/Board Members: October 23, 2023

Anticipated start date: November 13, 2023

For more information call (530) 878-0405 or email glofrano@placerhillshillsfire.org

To apply please send letter of interest and resume to glofrano@placerhillshillsfire.org