



ADMINISTRATIVE SERVICES MANAGER



THE COMMUNITY

The Ventura Port District is an Independent Special District that owns and operates Ventura Harbor within the City of Ventura. The District was established on April 8, 1952, by an election and majority vote of the citizens of Ventura. The beautiful coastal community of Ventura is considered one of the most desirable places to live, offering miles of beaches and oceanfront recreation with Ventura Harbor a prime destination. The Harbor provides an exceptional destination experience for locals and visitors.

Outdoor activities abound with biking, hiking, kayaking, sailing, surfing, and more. More than a surf town, the City has an expansive, 800 acres of open, green space, a state-of-the-art aquatic center, an impressive 32 parks, and over 6,800 acres of agricultural land providing a variety of local crops such as strawberries, raspberries, lemons, and celery. The Ventura Botanical Gardens is a 107-acre world-class site with spectacular views of the California coastline. Ventura has a charming, small-town feel, along with a mix of more than 12,000 businesses and a City government committed to economic vitality. It's not a surprise that companies like Patagonia, The Trade Desk, and XponentialWorks, are headquartered in the City.

THE POSITION

Under the direction of the General Manager, the Administrative Services Manager plans, organizes, and manages the administrative and financial services for the District, including supervising the District's benefits records, finance, and accounting functions. This position manages all accounting activities of the District, including billing, payroll and accounts payable, financial record preparation, bank transactions and cash oversight. Primary duties include but are not limited to the following:

FINANCIAL

- Providing financial data pursuant to public records requests; establishing and maintaining a customer service orientation within the division.
- Maintaining accounting software.
- Assisting in maintaining a list of fixed assets, including acquisitions and dispositions.
- Ensuring compliance with the conditions of the bonds.



- Oversight of reimbursements or invoices for grants.
- Analyzing and monitoring the financial aspects of major construction projects.
- Maintaining the books following all Financial Accounting Standard Board pronouncements as long as they do not conflict with the Government Accounting Standards Board pronouncements.

RISK MANAGEMENT

- Performing risk management duties regarding the maintenance, modification, and renewals of District insurance policies.
- Administering the District's Workers' Compensation program through a third-party administrator.

HUMAN RESOURCES

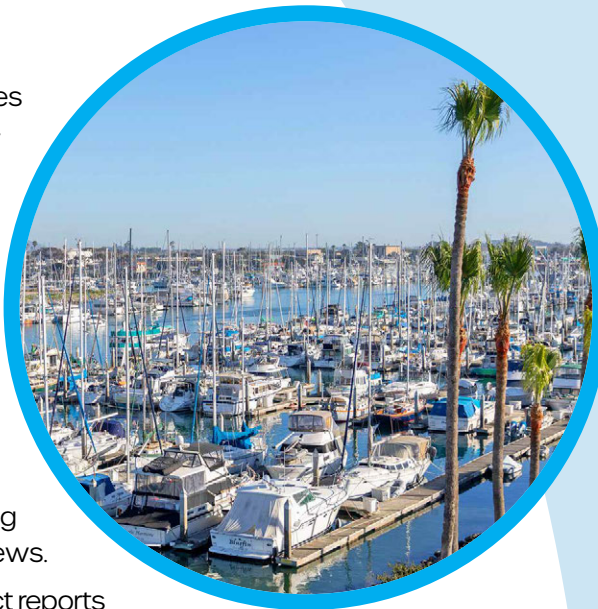
- Acting as the District's personnel administrator regarding long term disability, deferred compensation, and employee benefits; administering open enrollment of benefits; providing assistance to employees regarding retirement procedures; providing information to employees and managers regarding employee union contracts.
- Supporting recruitment and staffing activities including reviewing conditional job offers, coordinating medical and financial screening requirements.
- Monitoring compliance with health insurance and California Public Employees Retirement System.

SUPERVISION OF ACCOUNTING STAFF

- Developing, implementing, and maintaining departmental goals, objectives, policies, and procedures; reviewing and evaluating work methods and procedures for improving departmental perfor-

mance, enhancing services and meeting goals; ensuring that goals are achieved.

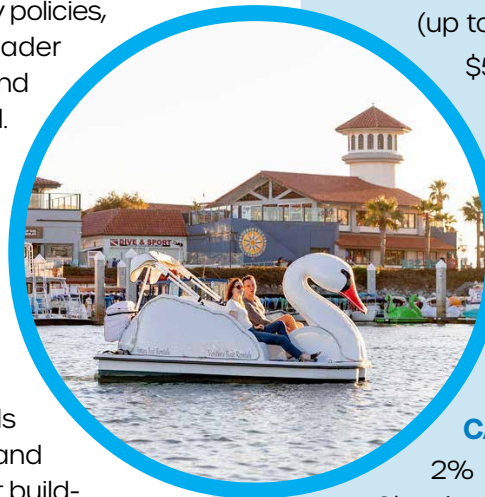
- Overseeing all functions of Accounts Receivables, Accounts Payable, Payroll processing, and Cash Receipts.
- Supervising Accountant I/II and Accounting Technician I/II, including conducting annual performance reviews.
- Reviewing the work of direct reports in areas such as payroll, accounts payable, accounts receivable, and lease accounting; evaluating performance and implementing training, counseling, and discipline as needed.



THE IDEAL CANDIDATE

The District is seeking a proactive and detail-oriented professional to serve as the next Administrative Services Manager. The ideal candidate will help the District realize its ongoing mission to provide a safe, inviting, and inclusive seaside destination through prudent fiscal and administrative management. They must have the ability to see the bigger picture while attending to the details, demonstrate strong mathematical skills and be capable of maintaining a high level of confidentiality. The incumbent must have experience with real estate leases and should possess the ability to read, interpret, and apply policies, procedures, rules, and regulations. An organized leader who can provide clear verbal and written direction and guidance to staff, officials, and the public is desired.

Knowledge of pertinent Federal, State, and local laws, codes, and regulations and the ability to develop and administer program goals, objectives, and procedures are essential. Candidates should have expertise in special district accounting and financial reporting as an enterprise fund as well as the principles and practices of governmental accounting using Government Accounting Standards Board (GASB) statements such as payroll and accounts payable. The ideal candidate will excel at building and maintaining effective working relationships with the public, elected and appointed officials, management, and employees while providing strong administrative and professional leadership. This role requires a hands-on approach, working both as a team player and a working manager to ensure efficiency and collaboration across the organization.



Qualified candidates will possess a Bachelor's degree from an accredited college or university. Major coursework in accounting, finance, business or public administration or a closely related field. A Master's degree is desirable. A minimum of five (5) years of increasingly responsible public finance and accounting, human resources, and administrative experience, preferably in a special district, city, county, or other governmental agency; accompanied with five (5) years of supervisory experience (including staff development, training, and mentorship), in the public or private sector.

COMPENSATION

The annual salary for the Administrative Services Manager is \$159,996 - \$185,004; salary is dependent upon experience and qualifications. The District also offers a competitive benefits package including:

HEALTH & DENTAL INSURANCE

\$725 monthly District contribution (up to \$725)

\$595 monthly Optional Benefit Program

VSP Vision Plan

(District contribution 100%)

LIFE INSURANCE

One year salary + accidental death

Long Term Disability

CALPERS

2% @ 55 Miscellaneous-Classic Retirement (Employee contribution 7%)

2% @ 62 Miscellaneous-PEPRA - member after 1/2013 (Employee contribution 7.75%)

HOLIDAYS

12 plus two personal holidays

VACATION

Less than 5 years of service 80 hours

5 - 10 years of service 120 hours

10+ years of service 160 hours

SICK LEAVE

91 hours per year

INCENTIVE PLANS

- Educational Incentive: \$25 per pay period for full-time employees for one Associates degree; OR \$50 per pay period for full-time employees for one Bachelor's degree; OR \$75 per pay period for full-time employees for one Master's degree or higher.
- Bilingual Incentive: \$25 per pay period for full-time employees who test as basic/semi-fluent in reading and writing OR listening and speaking at an English/Spanish level; OR \$50 per pay period for full-time employees who test as basic/semi-fluent in reading and writing AND listening and speaking at an English/Spanish level; OR \$75 per pay period for full-time employees who test as fluent in reading and writing AND listening and speaking at an English/Spanish level.
- Notary Pay: \$25 per pay period for full-time employees that meet the certification requirements and only perform services for the Ventura Port District.
- Fitness/Wellness Cost Reimbursement: Up to \$300 per calendar year for full-time employees for gym and/or aquatics membership.

OPTIONAL EMPLOYEE FUNDED BENEFITS

AFLAC

CalPERS Long Term Care

Legal Shield

Two 457 Plans (No employee match)

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

April 18, 2025

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Ventura Port District. Candidates will be advised of the status of the recruitment following selection of the Administrative Services Manager.

If you have any questions, please do not hesitate to call Ms. Yasmin Beers at:

(916) 784-9080

