



SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

CLASSIFICATION: Administrative Services/Human Resources Manager

DATE POSTED: July 13, 2026

SUMMARY: Under general direction of the General Manager, directs the services of the Administrative Services Department and provides varied, complex, and confidential administrative services focusing on human resources, financial management, risk management, and information technology. The incumbent supervises the Accountant, Administrative Technician, Administrative Analyst, and Information System employees. Incumbent coordinates activities with other District officials, departments, outside agencies, organizations, and the public. In the absence of the General Manager, may act in that capacity

SALARY: \$9,631 - \$12,291 per month (Range 1100 "A" step through "Y" step)

*Up to 9% wage rate increase for additional certification pay.

REGULAR WORK HOURS: 8:00 a.m. to 4:30 p.m. Monday through Friday. Must be able to work overtime, weekends, evenings and holidays.

REQUIREMENTS: Bachelor's degree from an accredited college with major coursework in accounting, economics, finance, business administration, public administration, human resources or a related field. Minimum of five years of broad experience in local agency administration, human resources, and financial management, including three years in management or supervisory capacity. Experience in a public agency setting is desirable. Possession of a valid California Class C driver's license at time of appointment.

BENEFITS: Thirteen paid holidays per year. Paid vacation (increases with length of service). One day per month accrued for paid sick leave. Health insurance partial paid by District for employee and dependents; dental and vision insurance for employee and dependents paid by employer. Life insurance for employees paid by District. CalPERS 2% at 62 retirement system instead of Federal Social Security. Employees will pay 100% of the employee contribution/share required to participate in CalPERS.

APPLICATION PROCEDURE: A Job Description may be obtained by contacting the District office at 559-897-6500. An Application and Supplemental Application for Employment is available online at www.skfcsd.org. Completed Application and Supplemental Application should be emailed to tmiller@skfcsd.org before the closing date. If a jobseeker needs accommodation to apply for this job, a request must be received in writing at the District office at least two days prior to the application deadline.

CLOSING DATE FOR RECEIVING APPLICATION: Friday, July 24, 2026, by 12:00 noon.

SELECTION PROCEDURE: The District is an equal opportunity employer. Selection will be based on an appraisal of the applicant's preparation for employment as presented in the completed Application for Employment, Supplemental Application, and on the results of a written and/or oral and/or performance examination. The examination will cover the applicant's ability to perform the duties and fulfill the requirements of the classification, as listed in the Job Description. A pre-employment background investigation will be conducted by a licensed private investigator selected by the District.

AREA HOUSING COSTS: The median price for a three-bedroom, two-bath single family residence in Fresno County is approximately \$450,000. This median price information varies according to location and condition of property. It is not a guarantee and should be verified by anyone considering purchasing a home.

NOTE: This Employment Opportunity Announcement is not a contract. Working conditions, hours, salary and benefits may be modified or deleted. Qualified District employees are encouraged to apply.