

TO BE CONSIDERED

This recruitment is a confidential process and will be handled accordingly. References will not be contacted until mutual interest has been established. The final filing date for this position is **by 5:00 p.m. on Friday, May 31, 2019**. The first review of resumes will take place immediately following the deadline.

To be considered, candidates must submit:

1. The **REQUIRED** City application (found on the City of Oakley website or by emailing hr@ci.oakley.ca.us)
2. A compelling cover letter
3. A comprehensive resume that includes all work experience and explains any gap in employment

An electronic version of all submittals is strongly encouraged. Interested candidates should apply via email to hr@ci.oakley.ca.us.

The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relevant experience and overall suitability for this position. Ideally, the new Finance Director will join the City of Oakley by late July or early August.

Candidates will be required to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please email the City Manager at montgomery@ci.oakley.ca.us. Confidential inquiries are welcome.

Incomplete submissions will not be considered. The selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, sexual orientation, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Division and request an accommodation at least 3 business days prior to the interview. **The City of Oakley is an Equal Opportunity Employer.**

TENTATIVE SCHEDULE

Week of April 22nd, 2019	Recruitment opens
May 31st, 2019 @ 5:00 p.m.	Final filing date; applications will <i>not</i> be accepted after this
May 31st - June 7th	Application review and candidate notification
June 12th or 13th	Tentative dates for interviews
Week of June 17th	Reference review; any follow up interviews
Week of June 24th	Conditional offer of employment
Late July to Early August	Anticipated start date



OAKLEY



CALIFORNIA

Invites applications for the position of

FINANCE DIRECTOR

Annual Salary Range: \$142,368 to \$208,464

Application Deadline: before 5:00 p.m. on May 31, 2019



THE OPPORTUNITY

The City of Oakley is recruiting for an experienced finance professional to serve as its next Finance Director. The current Finance Director, Deborah Sultan, is retiring at the end of August.

The City has twelve lead departments/divisions (Building, Code Enforcement, City Clerk, City Manager, Economic Development, Human Resources, Finance, Planning, Police, Public Works & Engineering, Legal, and Recreation) and is governed by a Council/Manager form of government. The General Fund operating budget is about \$21M.

THE COMMUNITY

Oakley is located in a beautiful Delta setting of approximately 16 square miles. The City's rich history has transformed the community from a small agricultural town into a thriving and progressive city with a diverse population of nearly 45,000 residents. Even with this rapid growth, Oakley remains a "small town at heart," where residents pride themselves on the high level of community involvement. Oakley is located in eastern Contra Costa County, about 50 miles east San Francisco and 50 miles south of Sacramento.

Moderately-priced housing, quality schools, a wide array of youth activities, and numerous community events contribute to making Oakley a family-oriented city. There are numerous Delta recreational opportunities, including year-round organized sports, community events, 36 parks, and several community-wide events such as our Cityhood Celebration, Heart of Oakley Festival, and Tree Lighting Ceremony. Review the City's website at www.ci.oakley.ca.us.



THE DEPARTMENT & POSITION

Under the general administrative direction of the City Manager, the Finance Director will plan, organize, and direct the financial activities of the City including accounting and financial reporting, treasury and investment management, debt management, operating and capital budgeting, payroll, business licensing, purchasing, risk management, and information technology. The Director is also engaged in the operations of the Successor Agency to the Oakley Redevelopment Agency.

The Finance Director will serve as a member of the City's executive management team and will provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the City's finances and to the City's operations overall. The incumbent is responsible for accomplishing the City's goals and objectives as outlined in the City's Strategic Plan and budget. The Finance Director is an "at-will" employee.



KEY DUTIES

The following list is merely a selection of the duties that are typical for the Finance Director:

- Accepts full responsibility for all Finance Department activities and services including the City's accounting, payroll, accounts payable, business license administration, developer fee billing, purchasing, daily cash collections, and treasury management.
- Facilitates the selection, training, and evaluation programs for all Finance Department personnel.
- Oversees internal audits of municipal funds and facilitates the City's audits by its independent auditor and by state and federal agencies.

- Assists in the preparation, implementation, and control of annual operating and capital improvement budgets, and mid-year reports; prepares long-term financial plans; and forecasts revenues, expenditures and year end balances.
- Provides Risk Management oversight – in particular, in managing contract insurance requirements and compliance.
- Provides administrative direction to city-wide purchasing and serves as the City's Purchasing Agent.
- Ensures external reports to the Public, the State, and other entities are prepared timely and in accordance with California Law, City Policy, and as promised through other covenants.
- Oversees the information technology function for the City (currently contracted).
- Acts as a primary contact and lead personnel in working with the Department of Finance and County Auditor-Controller regarding Successor Agency matters.
- Prepares and presents financial and administrative reports and resolutions to the City Council.

MINIMUM QUALIFICATIONS

Education/Training: A bachelor's degree in accounting, business administration, economics or a related field. (A master's degree in accounting, public administration, business administration or a related field may be substituted for one year of required experience).

Experience: Five (5) years of broad and extensive experience in professional municipal accounting and finance, including at least two (2) years in a responsible management/supervisory capacity.

License/Certificate: Possession of, or the ability to obtain, a valid class C California driver's license. Certified Public Accountant, Certified Management Accountant, Certified Governmental Financial Manager and/or Certified Public Finance Officer achievement, while not mandatory, are highly desirable.



**The majority of
City staff works a
9/80 work schedule**

THE IDEAL CANDIDATE

The ideal candidate will be a strong, confident, and collaborative professional who will conscientiously serve the Department, the City organization, and the Oakley community. The Finance Director will be technically competent, demonstrate genuine interpersonal skill, a strong work ethic, and will espouse unquestionable integrity.

COMPENSATION & BENEFITS

The salary range for the Finance Director position is \$142,368 to \$208,464 per year. Initial placement is usually at or near the beginning of the range depending on the selected candidate's education and experience. In addition to a competitive salary, the City offers an excellent benefits package, including:

Retirement: The City participates in the CalPERS Retirement System and two different deferred compensation plans are available (457 & 401a). Employees defined as "classic" by PERS, will be enrolled in the 2% @ 60 plan and currently the City pays both the employer and employee share of contributions. All other employees will be enrolled in the 2% @ 62 plan pursuant to the *Pension Reform Act of 2013*. These employees pay 50% of the contribution rate.

For deferred compensation, the City will match an employee's contributions up to 1% of base salary.

Other Benefits: The City offers Kaiser medical plans with the City currently providing a medical stipend of \$1,535/month for families (\$1,235 for employee only coverage) toward the premium for health insurance coverage. (If employee has existing coverage, up to \$400 is paid to the employee as compensation). Dental and Vision coverage for employee and eligible dependents is paid for by the City.

- **Holidays** – 12 scheduled and 2 floating holidays
- **Vacation** – 80 hrs/year initially; incrementally increasing to 160 hrs/year at 15 years of service
- **Sick Leave** – 12 days accrued each year
- **Administrative Leave** – Up to 96 hours per year
- **Life insurance** – in the amount of \$100,000
- **Long Term Disability** – City-paid plan
- **Tuition Reimbursement** – Up to \$2,500/fiscal yr
- **Flexible Spending Account** – Tax-deferred options for dependent care & health care