



THE CITY OF

SAN FERNANDO

INVITES YOUR INTEREST IN THE POSITION OF

DIRECTOR OF FINANCE

APPLICATION DEADLINE IS FRIDAY, JUNE 28, 2019, AT 5 PM



THE COMMUNITY

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.

San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), and Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

THE ORGANIZATION

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 125 full-time equivalent employees from a total Adopted Budget for fiscal year 2018-2019 of \$42.4 million, which includes a General Fund budget of \$19.3 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



THE FINANCE DEPARTMENT

The Finance Department is responsible for providing fiscal oversight and control to all City operating departments. As a central support function, the Finance Department administers and oversees all financial operations, including, but not limited to, working in partnership with other City departments to adhere to the adopted budget, implementing financial control measures, developing financial policies, and maximizing the value of the City's assets. As such, the Department provides quality services in conformance with the highest professional standards.

The Finance Department is a full service department with staff providing the following services: accounting, budgeting, business licensing (contract), cashing, short/long-term financial planning and reporting, information technology management services (contract), payroll services, purchasing, risk management, vendor payments, utility billing, and financial support to internal departments.

Excluding the Director, the Finance Department has a dedicated staff of seven full-time, highly experienced and knowledgeable employees. The City has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting, which recognizes outstanding and transparent financial reporting in the City's Comprehensive Annual Financial Report (CAFR), for the last 29 years. The City has also received the GFOA Distinguished Budget Presentation Award, which recognizes the accomplishment of applying best budget practices each year, for the last five years.



OPPORTUNITIES

In fiscal year 2013-2014, the City's General Fund had a (\$5.7 million) deficit fund balance. In response, the City Council declared a fiscal emergency, developed a deficit elimination plan, and the residents overwhelmingly approved a 1/2 cent sales tax. The City is expected to end fiscal year 2018-2019 with a positive General Fund balance and in November 2018, San Fernando residents approved extending the 1/2 cent sales tax indefinitely.

The City's next Director of Finance will have the opportunity to work on a number of exciting initiatives, including, continuing to build a strong financial base, serving as a key member to develop economic development strategies, working with labor unions to address pension and OPEB liabilities, and be part of a dynamic Executive Management team to continue to move the City forward.

THE POSITION

The Director of Finance serves as the chief fiscal advisor to the City Manager and is a key member of the Executive Management Team. Essential job duties include:

- Develops and implements department policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values regarding teamwork mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
- Directs and performs the analysis, development, implementation and monitoring of monthly and annual financial statements and schedules including the City Comprehensive Annual Financial Report (CAFR), operating and capital budgets, and enterprise fund statements.
- Makes presentations to the City Council, commissions, departments, business and community organizations and federal, state and local governmental bodies regarding a broad range of complex revenue, financing and financial management issues.
- Assists and advises the City Manager on financing and investment issues and alternatives related to special projects including large economic development projects.
- Represents the City in negotiations and interactions with the City Council, governmental agencies, audit firms, regulators, professional organizations and labor unions; serves as a member of the City's labor negotiation team and administers labor contracts after agreement is reached.
- Directs, plans and coordinates technology system maintenance, upgrades and the installation, implementation and conversion to new applications and related hardware; recommends the selection of information technology maintenance contractors, hardware and software applications; administers contracts and ensures conformance with contract terms and conditions.

IDEAL CANDIDATE

The ideal candidate for this position will possess the following characteristics:

- Proven track record in municipal budgeting, accounting, and financing.
- Excellent management and customer service skills.
- Honest and ethical, and demonstrates the highest standards of professional conduct.
- Strong interpersonal skills and able to effectively guide, inspire and motivate Finance Department staff.
- Strong analytical and presentation skills.
- Able to maintain open communication with staff and City officials and work cooperatively toward achieving the goals of the City.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, public administration or business or a closely related field, and at least five years of progressively responsible experience in performing complex financial, statistical and budgetary analyses, with at least three years at a senior level in a municipality or governmental agency; or an equivalent combination of education, training and experience. A master's degree in business administration or public administration is preferred, but not required.



THE COMPENSATION

Salary is dependent upon qualifications with a current annual salary range of \$120,948 - \$146,988, with a 9/80 work week, plus generous benefits including:

RETIREMENT: Public Employees' Retirement System (PERS), 2% at 55 for Classic members; 2% @ 62 for PEPRAs members. Both are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$870.35 Single; \$1,506.89 Two Party; and \$2,028.07 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents. The City pays for long Term Disability Insurance, and \$50,000 term/AD&D Life Insurance Policy for employee. Additional voluntary purchase (at group rate) of up to \$100,000 for each child, with no medical questions asked.

ANNUAL LEAVE: 20 to 30 days per year (depending on length of service). Maximum accumulation of 50 days (400 hours). At the time of separation, any unused annual leave will be paid.

MANAGEMENT LEAVE: 15 days per year pro rated the first year depending on the date of hire. Any unused leave will be cashed out in December of each year. At the time of separation, any unused Management Leave will be paid.

HOLIDAYS: 12 paid days per year.

LONGEVITY: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

BILINGUAL BONUS: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their bilingual exam.

DEFERRED COMPENSATION: ICMA-RC 457, ROTH/IRA Programs available. Enrollment is voluntary.

AUTOMOBILE ALLOWANCE: \$300 per month.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify that sufficient fund allocation is available for this item.

WORK SCHEDULE: 9/80 or 8/5 schedule is available with extended hours as required.

TO APPLY

If you are interested in this outstanding opportunity, please submit a cover letter, employment application and resume. Visit our website for an application.

WWW.SFCITY.ORG

FILING DEADLINE: JUNE 28, 2019, AT 5 PM

Requested materials should be submitted to:

**CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340**

Questions may be directed to:

**Michael Okafor, Personnel Manager
(818) 898-1239
Personnel@SFCITY.ORG**

Following the closing date, materials will be screened according to qualifications. The most qualified candidates will be invited to in-person interviews with the City. Finalist interviews will be held with City Department Heads and the City Manager. Candidates will be advised of the status of the recruitment following final candidate selection.

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

