

COMPENSATION AND BENEFITS

Salary ranges for this position:

\$7344-7712-8097-8502-8927 Biweekly
\$15,912– 16,709-17,543– 18,421-19,341 Monthly
\$190,944-200,512-210,522– 221,052-232,102 Annually

The City's benefits program includes:

- ◆ Retirement - CalPERS Classic Members receive 3% at 60 (single highest year) CalPERS New Members receive 2% @ 62 (three year final compensation). Employee pays member rate of 8% plus 0.75% of employer rate. Member rates are paid on a pre-tax basis.
- ◆ Health and Welfare Cafeteria Plan - The City provides a monthly contribution for the purchase of CalPERS health and mandatory dental (\$117.30), life and disability insurance. The monthly contribution is based on level of coverage – Employee Only – 100% of CalPERS Kaiser rate and Employee + 1 or Employee + 2 or more – 95% of CalPERS Kaiser rate. Employees who provide proof of other acceptable health coverage may be eligible for \$500/month less mandatory insurance premiums in lieu of City health coverage.
- ◆ Retirement Health Savings
- ◆ Vacation Leave – Employees receive 13-28 days based on years of service. Executive Management receives an additional 5 days of vacation annually.
- ◆ Sick Leave – 96 hours annually, unlimited accrual; may be applied towards retirement service credit or funding Retirement Health Savings
- ◆ Holidays – 12 days annually.

APPLICATION & SELECTION PROCESS

This recruitment is Open until Filled-Apply Immediately. To be considered for this opportunity submit an application, cover letter, resume and a list of three professional references to:

www.calopps.org

For questions, contact:

City of Daly City Human Resources Department
295 89th Street, Suite 105
Daly City, CA 94015

hr@dalycity.org or (650) 991-8028

1-800-877-8339 for TTY/Voice communication

Applicants with the most relevant qualifications will be selected for interviews. The top candidates will then be invited to meet with the Finance Director and other select internal stakeholders. The City anticipates a selection shortly thereafter following the completion of extensive background and reference checks and compensation negotiations. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

CITY OF DALY CITY, CA

INVITES YOUR INTEREST IN THE POSITION OF



ASSISTANT DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES



THE CITY

Known as the “Gateway to the Peninsula,” Daly City (pop. 101,471) is ideally located on the Pacific Ocean at the northernmost edge of San Mateo County, just minutes away from San Francisco Bay. Centrally located between two of the Bay area’s major job growth zones—San Francisco and San Mateo counties—Daly City has become a regional hub for healthcare, retail, and small businesses while offering residents easy transportation to nearby metropolitan areas, quality affordable housing, and numerous recreation and education opportunities.

Daly City’s economy offers a range of professional services, retail and wholesale trade as well as some manufacturing. Three major regional shopping areas are located within the city, while the city’s largest employer, Seton Medical Center, has the reputation of being one of the leading medical facilities in the state. A considerable amount of the city’s economic stability and growth is attributed to a young, skilled, productive labor force, with approximately half of the city’s total labor force working in local jobs. Small business development is a focus of the city’s economic development program, rounding out the city’s economic base.

Just eight miles south of downtown San Francisco, Daly City’s extensive transportation infrastructure makes it easy to access nearby metropolitan areas. Highways 101, 82 and 35 run through the City, as does Interstate 280, a primary transportation corridor linking San Francisco to San Mateo and Santa Clara counties. The San Francisco International Airport is just nine miles away, and Daly City is served by Bay Area Rapid Transit as well as by San Mateo and San Francisco transit systems. This ease of travel affords residents the opportunity to participate in all the cultural, recreational, and economic activities of the Bay area while avoiding the congestion and high costs of living and working in other Bay Area cities.

By Bay Area standards, Daly City boasts reasonably priced and conveniently located quality housing. Many homes have spectacular views of the Pacific Ocean, San Francisco Bay, or some of the most picturesque golf courses in the country, including the Olympic Club-Lakeside, the San Francisco Golf Club, and Lake Merced Golf and Country Club.

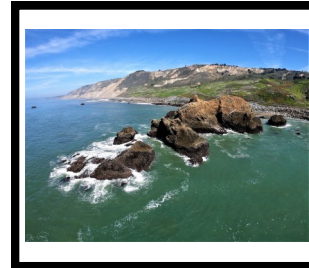
To learn more about Daly City and all it has to offer, visit www.dalycity.org



CITY GOVERNMENT

Incorporated in 1911, Daly City operates under a Council-Manager form of government and is a General Law city. The Mayor and City Council are elected officials, as are the City Clerk and the City Treasurer. The City Manager is appointed by the City Council. Daly City provides a full range of services to the community including police, fire, streets and roadways, library and recreation services, planning and zoning, and general administrative services. The city also operates a water utility and a sanitation district. The city’s skilled and seasoned department heads take pride in close and collaborative working relations, and strong civic support is offered by the Council, residents, and the business community.

The city’s \$120 million General Fund budget provides a workforce of 485 employees to deliver the full range of municipal services. Daly City has 13 organized employee groups of which 11 have MOU’s. The city has a Moody’s bond rating of AAA and Standard & Poor’s bond rating of AAA. Current issues facing the organization include identifying ways to foster collaborative partnerships with external agencies in order to cost effectively enhance services; streamlining operations; implementing a work-force management program; and engaging the community in dialogue on future direction and visioning for the city. As the organization addresses these and other future challenges, its culture is expected to shift to one that is more sustainable as well as progressive. This positive cultural change will require active involvement and participation of the entire organization.



THE POSITION

Under the general direction of the Director of Finance and Administrative Services, the Assistant Director serves as part of the management team of this municipal department and assists with planning, directing, coordinating and administering the functions of accounting, budgeting, and a wide range of support services including business licensing, payroll, utility billing, information technology and other functional areas of the Finance Department.

EXAMPLES OF DUTIES

Responsibilities may involve direct or indirect supervision of any or all of the above functions with primary emphasis on accounting, budgeting, financial analysis, payroll, and information technology.

The Assistant Director plays a critical role in the management of accounting functions and preparation of the Comprehensive Annual Financial Report; development of City operating and capital budgets including preparing complex financial analyses, working with contract financial consultants and actuaries, developing payroll projections and providing support to labor negotiations, developing strategies to improve workflow and services delivery, and overseeing the internal service fund financial management and cost allocation.

In addition, the Assistant Director prepares complex reports and presentations before the City Council and the public, represents the department in various meetings, resolves difficult and sensitive citizen inquiries and complaints, and serves as Acting Director in the absence of the Director of Finance and Administrative Services.

THE IDEAL CANDIDATE

MINIMUM QUALIFICATIONS

Knowledge of:

Current principles, practices and techniques of organization, administration, supervision, training, personnel management; principles of accounting and finance, including Generally Accepted Accounting Principles, governmental accounting, auditing, budgeting, financial management, revenue forecasting, risk management, automated financial information systems; and advanced applications of modern office software including Microsoft Excel, Word and PowerPoint.

Ability to:

Prepare timely and accurate accounting and financial reports; analyze accounting systems and internal control procedures; recommend and implement changes for improvement; prepare computer spreadsheets, narrative reports and presentations; effectively supervise, train and coordinate the work of subordinate personnel; set goals and objectives for the work unit and ensure that they are carried out; develop performance criteria for the work unit and use the information collected to improve efficiency and effectiveness; interact positively with co-workers; deal tactfully, effectively and cooperatively with the public, elected officials and City employees; work independently and exercise sound judgment; interpret rules, policies and procedures; analyze problems, identify alternative solutions and implement recommendations in support of organizational goals; and communicate clearly and concisely both orally and in writing.

Experience: Six years of increasingly responsible experience in accounting, budgeting and management experience in a public agency, including four years in a supervisory capacity.

Education: Graduation from an accredited college or university with major course-work in Accounting, Finance, Public Administration or related fields. Additional certifications (e.g. Certified Public Accountant (CPA) or advanced degrees) are desirable.

License: Possession of a valid Class C California Driver License.