

# CITY OF DALY CITY, CALIFORNIA

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INVITES YOUR INTEREST IN THE POSITION OF



**DIRECTOR OF FINANCE &  
ADMINISTRATIVE SERVICES**



## THE COMMUNITY

Known as the “Gateway to the Peninsula,” Daly City is located at the northernmost edge of San Mateo County adjacent to San Francisco and covers 7.6 square miles. As it is central to 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 business.

Daly City’s extensive transportation infrastructure includes Highways 101 and 82 and Interstate 280, which bisects the city and is a primary transportation corridor linking San Francisco to San Mateo and Santa Clara counties. The city is served by the Bay Area Rapid Transit as well as by San Mateo and San Francisco transit systems. The ease of travel affords Daly City’s ethnically diverse 102,593 residents the opportunity to participate in all the cultural, recreational, and economic activities of the Bay area while remaining free from the congestion or high costs of living and working in other Bay cities.

One of Daly City’s greatest assets is its affordably priced and conveniently located quality housing. Many homes have spectacular views of the Pacific Ocean, the 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. The city has been nationally recognized for promoting the safety of its existing housing supply through its award-winning Project Homesafe and a progressive second-unit/bonus housing ordinance. Residents of Daly City enjoy a scenic seven-mile coast and a wide variety of recreational activities. San Bruno Mountain, with 2,063 acres of diverse park land, offers spectacular views of the entire Bay area and the Pacific Ocean. The city’s Library and Recreation Services Department offers more than 2,000 classes with over 15,000 participants, and more than 260 teams compete in youth sport leagues. Students have access to several public and private school options for elementary and high school education, as well as 18 colleges and universities within a 50-mile radius of the city. Daly City’s economy is highly diversified, ranging from professional service providers to retail and wholesale trade and manufacturing.

A considerable amount of the city’s economic growth is attributed to its young, skilled, and productive labor force. Of the city’s total labor force, approximately half are working in local jobs. To nurture the growth of the city’s labor resources, small business development has become a focus of the city’s economic development program.



A flourishing retail sector and major medical services round out the city’s economic base. Because of its central location, diversified economy, quality housing, excellent transportation links, and productive labor force, Daly City’s future for economic growth is bright.

To learn more about Daly City and the surrounding region, please visit [www.dalycity.org](http://www.dalycity.org).

## THE ORGANIZATION

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 \$85.8 million dollar general fund budget provides a workforce of 458 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 workforce 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

The successful candidate for Director of Finance & Administrative Services will bring a proven breadth and depth of financial management experience to the position. Appointed by and reporting to the City Manager, the new Director will lead a staff of 35 in the management of accounting, cash management, revenue collections, licensing, utility billing, data processing, purchasing, payroll, budget, and information services. Bringing



supervisory and leadership experience, the Director will have an opportunity to continue to build and enhance the department team as it faces future retirements. The Director will offer recommendations and solutions to the City Manager and will advise the City Council on long-term financial planning on policy matters. Working collaboratively with other

members of the executive team and staff, the Director will take a proactive approach to identifying opportunities for new ideas, creativity, innovation, and technological advances. In addition, the Director will foster a team approach of customer service and problem solving as well as a culture that accepts and embraces change. Exceptional communication skills and a strong desire to provide superior services to both internal and external customers are critical. The Director will be comfortable in an organizational culture that welcomes input, engagement with, and participation of the community. The city utilizes a two-year, zero-based budget and currently faces budgetary challenges due to changing CalPERS retirement costs and laws, decreased tax revenues, and other structural issues. The Director will work closely with the City Manager, executive team, and staff in order to address these issues, identify necessary solutions, and facilitate highly efficient services and programs to the community.

## THE IDEAL CANDIDATE

The ideal candidate has been described as having the following style and attributes:

- ◆ A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the City Manager, Mayor/City Council, and the community;
- ◆ An **innovator** who is current on technology and committed to utilizing it to its fullest;
- ◆ A **leader** who can effectively allocate resources and is committed to maintain excellent customer service;
- ◆ A **professional** who will be a positive public face of the Department, is well-respected by the finance staff, and is an effective organizer;
- ◆ A **collaborator** with other Department Directors and a problem-solver;
- ◆ A **mentor** who is committed to training and career development for self and all staff members;
- ◆ A **motivator** who maintains an atmosphere of team work where work is productive and enjoyable, and provides employees with information, resources, and incentives, as well as a respectful and fair work environment.



## MINIMUM QUALIFICATIONS

This position requires a Bachelor's degree, and desirably a Master's degree and CPA, in accounting, public or business administration or a related field. In addition, progressive executive level responsibility is desirable in finance administration, accounting, auditing, budget administration, purchasing and risk management, long-range financial forecasting, debt and investment strategies, and labor negotiations. Experience with information technology and computer software systems is highly desirable.

This is an excellent career opportunity for individuals who have a breadth of financial management experience in various agencies as a division head, Deputy Director, or Director. While experience in municipal finance is highly desirable, a combination of public and private sector experience is acceptable as well.

## THE COMPENSATION

The city is offering a competitive salary range of \$186,302 to \$226,452, and appointment within the range is dependent upon qualifications. In addition, the city provides the following benefits:

**Retirement** – CalPERS 3% at 60 plan with 8% employee contribution (classic members). CalPERS 2% at 62 with 6.5% employee contribution (PEPRA members) . City provides 414h option.

**Health & Welfare** – The City offers a cafeteria plan to employees and provides a monthly contribution based on CalPERS Kaiser Region 1 Rate and the selected tier of coverage. (100% of CalPERS Kaiser employee only, 95% of Kaiser employee +1 and 95% of employee + family). City offers dental, term life, short/long term disability plans and vision reimbursement program. Section 125 options available.

**Holidays** — 11 paid holidays (88 hours) per year.

**Sick Leave** — Accrues at the rate of 12 working days per year.

**Vacation Leave** — Accrual range from 13-28 days per year depending on service, with additional five days' vacation allotted for management employees at time of initial appointment and annually thereafter.



## TO APPLY

If you are interested in this opportunity, apply online at

[www.calopps.org](http://www.calopps.org)

Application filing deadline..... Monday, July 20, 2020

Preliminary Interviews.....Early August

Final Interview Process.....TBA

*Please attach a resume and cover letter with your application*