

We're Hiring!

Finance Director

Annual Salary + Benefits

\$154,824- \$188,190



CITY OF EAST PALO ALTO



The City of East Palo Alto

- Founded in 1849, incorporated in 1983
- Approximate population: 30,794
- Moderate climate with 59° - 77° temperatures
- 2.5 square miles with open space and parks
- Located in the heart of Silicon Valley with close proximity to the San Francisco and San Jose International Airports
- Excellent private schools and progressive public school district
- A culturally diverse community with a rich historical heritage
- A friendly residential community and small-town family-oriented atmosphere
- Active citizen involvement and sensitivity and commitment to the environment



City of East Palo Alto | It is an exciting time in the City of East Palo Alto!

We are the “City on the Move” with an economic development goal to foster a healthy and thriving business environment, while preserving the heritage of a multi-cultural community. East Palo Alto has significant potential for growth due to its central location, recently updated General Plan, and the securing of additional water supplies. We are pleased to announce the recruitment and selection process for our Finance Director vacancy. This brochure provides background information about the City and the municipal organization. Candidates interested in applying for the position may submit their online application, résumé, cover letter, supplemental questionnaire, and OMNIA profile by April 16, 2021 through the City’s website at <https://www.cityofepa.org/hr/page/employment-opportunities>.

The Organization

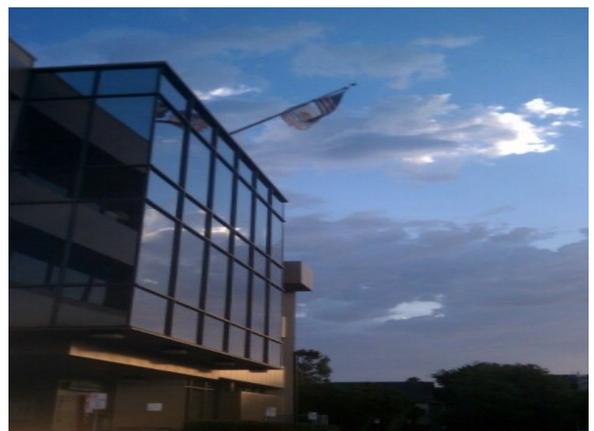
East Palo Alto is a general law city incorporated in 1983; and, operates under the Council/Manager Form of Government. Legislative authority is vested in a five member City Council elected at large for four-year overlapping terms. Key City Council advisory bodies include: the Planning Commission, Rent Stabilization Board, Senior Advisory Committee, and the Public Works and Transportation Commission.

Annually, the Council selects a Mayor and Vice Mayor from its members. The City Council appoints the City Manager and City Attorney. The City Manager is appointing authority for all employees, including four department executives.

The City has 113 FTEs in the following departments and divisions:

City Manager/Clerk’s Office
City Attorney’s Office
Community and Economic Development
 - Building Services Division
 - Planning Division

Public Works
 - Engineering Division
 - Maintenance Division
Finance (six (6) FTEs)
Human Resources
Police



East Palo Alto Government Center



The Finance Director

The Finance Director plans, direct, manages and oversees the activities and operations of the Finance Department. The purpose of this classification is to develop and implement policies, procedures and practices to provide services in general accounting functions, forecasting, budget preparation and compliance, information systems, risk, treasury and debt management, and to coordinate assigned activities with other departments and outside agencies. The Finance Director provides highly responsible and complex administrative support to the City Administration.

The Ideal Candidate

The ideal candidate is a professional with the highest level of integrity, outstanding judgement, and management skills. The Finance Director will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. The position requires someone who is fiscally prudent, politically astute, and a creative problem solver with a proven track record of successful and productive interactions with employees, department directors, elected officials, residents, and diverse stakeholders.

Led by a Finance Director, the Finance Department oversees the City's financial operations including financial reporting, accounting, accounts payable, accounts receivable, payroll, financial planning, budgeting, purchasing, user and utility fees, investment, and debt management.

In addition to being ethical, well-qualified, and experienced, the next Finance Director must possess certain traits that will be essential for success:

- A strong background in either budget or accounting with knowledge in preparing a budget document and/or comprehensive annual financial report (CAFR) in accordance with Government Finance Officers Association (GFOA) requirements.
- Experience gained primarily in a public agency is strongly preferred, especially in a municipal setting.
- The City is in a vendor selection process for a new information system, prior experience with such an implementation is highly desirable.
- Aside from strong technical skills, the next Finance Director will be “people focused”, able to communicate effectively, lead and develop staff, and continue to foster a positive work environment.

Education, Experience and Training

- Preferred educational experience includes a Bachelor's degree from an accredited college or university with major course work in business administration, finance, accounting, public administration or related field.
- Seven (7) years of management and/or administrative experience in municipal finance and accounting.
- Certified Public Accountant (CPA) highly desired.
- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a Certified Public Accountant License in the State of California is highly desirable.



Challenges and Opportunities



The next Finance Director will be presented with a number of known challenges and opportunities in which to excel including:

- The City's continued growth will increase its complexity and, along with the capabilities of modern systems, has necessitated the need to consider a new Enterprise Resource Planning (ERP) system. The next Director will be heavily involved in planning implementation transition and readiness, and implementation.
- The budget process has opportunities for significant improvement, including a more advanced budget calendar and detailed involvement of City departments at various times throughout the calendar and detailed involvement of City departments at various times throughout the calendar. The next Finance Director will work collaboratively across City departments to help refine, train, and execute this process.
- Multi-year fund projections are key in allowing management to make sound financial, budget, and strategic decisions. These projections also play a vital part in analyzing the City's debt capacity along with the impacts in the ten-year capital improvement plan.



Benefits

Retirement

CalPERS Classic Members - 2.5% @ 55 formula

- Employee pays 8% employee contribution.
- Three year average final compensation.

CalPERS New Members—2% @ 62 formula

- Employee pays 6.25% employee contribution
- Three year average final compensation

Insurance

Medical: (City pays 100% Employee Coverage and 65% Dependent Coverage)

Dental: (City pays full cost for employee only)

Other Benefits

Life Insurance: (City pays for coverage of \$150,000)

Long Term Disability: (City paid)

State Disability Insurance: (Employee paid)

Management Leave: up to 76 hours/year

Holidays: 12 paid holidays/year

Vacation: 80-hours per year

Sick Leave: 8 hours/month

Optional Benefits: Flex (125) Plan with Supplemental Benefits

Finance Director

This brochure for the Finance Director opportunity with the City of East Palo Alto will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected to participate in the pre-employment process and appointment consideration. We anticipate conducting a first-review of applications on April 16, 2021.

Please visit our website: <https://www.cityofepa.org/hr>



How to Apply...

Go to: www.calopps.org to apply online.

To be considered for this employment opportunity, please complete the City Application, Supplemental Questionnaire, and Omnia Profile Assessment. If you have any questions, please contact :

Irene Camarena, Human Resources Manager
2415 University Ave, 1st Floor
East Palo Alto, CA 94303
(650)853-3187

Apply before first review date: April 16, 2021

References will not be contacted until mutual interest has been established. For additional information visit our website: www.cityofepa.org

Posting Date: March 19, 2021

Closing Date: Open until filled!