



Be the change in the Finance Department for
the City of Sausalito.

We are currently seeking qualified candidates for a

FINANCE DIRECTOR

\$151,143 ~ \$189,160 Annual
Depending on qualifications.

Apply by May 7, 2025, 11:59 PM PDT, for first review.





Desired Competencies for the Finance Director:

- **Character:** Humility, high level of integrity; fair, friendly and diplomatic demeanor; confident and calm under pressure; fair and honest; professional attire.
- **Adaptable:** Able to adapt to ongoing challenges and capable of shifting in various directions necessary to manage changes; provides information and feedback to staff to an agile department.
- **Financial Acumen:** Manages multiple funding sources and revenue streams; ensures innovative revenue development strategies for sustainability; provides the necessary financial resources to sustain and grow the organization; ensures adherence generally accepted accounting; possess the ability to evaluate and improve processes and procedures to enhance services; demonstrated leadership in financial and cash management, accounting, auditing, investments and debt management; identifies untapped resources.
- **Results Oriented:** Improves and sustains superior business performance; builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; makes financially-sound decisions; optimizes resources and initiates efficient work processes; pursue aggressive goals and work hard/smart to achieve them.
- **Politically Astute:** Has a sense of presence to successfully engage with the City Leadership & City Council, corporate partners, institutional and agency directors and boards.
- **Strategic Thinking:** Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provide/implement creative solutions and provide direction by clearly and effectively setting courses of action.

The Position

The City of Sausalito seeks a vibrant and knowledgeable Finance Director. The primary role of the Finance Director is to plan, organize, manage, and provide direction and oversight for all functions and activities of the Finance Division. The functions performed are finance, treasury, accounting, and purchasing; direct and administer the fiscal operations, budgeting, investments, risk management, financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts re-ceiveable, and business licensing.

The Finance Director is an At-Will position and serves at the pleasure of the City Manager. The new Director will be dedicated to public service and will bring strong financial acumen, excellent hands-on management, administration, and budget skills, along with a solid generalist background in the areas of land use, capital programs, and sustainability/environmental issues. Excellent written and verbal communications and effective presentation skills are expected in this role.

The Ideal Candidate

- Will possess the equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field.
- Will have Five (5) years of management and/or administrative experience in municipal finance, accounting, or administrative services and auditing.
- The working Finance Director will serve as a leader, coach and player in providing strategic direction for the department, City Manager and City Council.
- Will demonstrate tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Will establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Will possess knowledge of public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Will demonstrate knowledge of principles and practices of risk management.
- Will have excellent written and oral communication skills with a proven ability to successfully communicate highly technical issues to any audience; exceptional listening skills; provide presentations on various financial matters; listens attentively to understand the needs, intentions and values of others.



Compensation and Benefits:

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$151,143 - \$189,160 annually, \$12,595—\$15,763 monthly.

The City of Sausalito offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, as well as short and long-term disability.

The Retirement: The City is part of the CalPERS retirement plan and does not contribute to Social Security.

Classic employees – 2% @55 formula, highest 3-year average compensation.

PEPRA employees – hired on/after 1/1/13 or Classic employee with 6-month break in service are eligible for a 2% @ 62 formula, highest 3-year average compensation.

Deferred Compensation: The City offers an optional 457 plan. Employees who actively participate receive a contribution by the City of 1% of their base pay on a bi-weekly basis.

Auto Allowance: \$250 a month or assigned use of a City vehicle.

Education and Wellness Program: Up to \$2,000 annual reimbursement for education and professional development; up to \$1,000 of that may be used toward wellness.

Holidays: 11 authorized holidays per year.

Administrative Leave: 80 hours of leave per calendar year.

Vacation: Employees earn 136 hours of vacation leave per year.

Sick: Employees earn 96 hours of sick leave per year.



About The Community

The City of Sausalito is a beautiful bay-front community known for its Mediterranean flair and breathtaking views. The City is nestled at the foot of the Golden Gate National Recreation area and within its 2.2 square miles, houses 7,000 residents and a robust year-round tourism industry. Located in Marin County just a short trip over the Golden Gate Bridge from San Francisco, Sausalito offers small-town charm with close-knit, community-oriented residents, as well as proximity to a wide range of cultural opportunities.

Application Process

Apply by May 7, 2025, before 11:59 PM PDT to be considered in first review.

To be considered for this exciting opportunity, candidates should apply at <https://www.calopps.org/city-of-sausalito>

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview.

Additional inquiries about the position may be directed to Human Resources, HumanResources@Sausalito.gov or (415) 289-4130.

The City of Sausalito is not responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources.



The City of Sausalito is an Equal Opportunity Employer