

SONOMA COUNTY LIBRARY

Chief Financial Officer

This is a unique opportunity for an experienced professional to join a dedicated staff of an exceptional library system in California's beautiful wine country.

VISION

Our mission is to bring information, ideas, and people together to build a stronger community.

The Chief Financial Officer is an executive manager and integral member of Library Management Team; actively serves as the Library's lead financial professional and strategist; and serves as the lead financial professional and division head for the Budget and Finance Division. The incumbent oversees, coordinates, and reviews the work of staff performing complex professional, technical, and office support related to all programs and activities of the division; develops and administers current and long-range planning activities; manages the effective use of the Library resources to improve organizational productivity and customer service and reach operational goals; and provides highly complex and responsible support to the Library Director in areas of expertise.

This executive position oversees the work of the Department in the areas of finance, procurement, payroll, including preparation of the Library's operational and capital improvements budgets, financial statements, and the annual audit.

Annual Salary: \$116,688.00 to \$145,745.60 DOE



THE LIBRARY

The Sonoma County Library is known nationally for its innovation and locally for connection to residents and communities. They are a community hub where learning, the arts, technology, and people intersect and thrive.

The creation of a countywide Joint Powers Agreement (JPA) in 1975 united all of the public libraries in the county and began the Sonoma County Library system. In 2014, the JPA was revised. The Sonoma County Library Commission—which provides governance of the library system, including oversight of the library director and the budget—was expanded from seven to eleven members. The JPA members are the County of Sonoma, the cities of Cotati, Cloverdale, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor.

Over 190 employees focus every day on serving the people of Sonoma County; known throughout the community for being engaged, empowered, energized, and ubiquitous! Library staff guide patrons in using resources and technology and in tailoring services to meet their individual learning needs and interests. Staff through library services and programs at 14 locations, online, and through targeted outreach, embrace its mission to bring information, ideas, and people together to build a stronger community.

Sonoma County residents borrow hundreds of thousands of items a year, physically and digitally. Over half our service are population has a library card. Expert librarians answer thousands of reference questions annually and deliver in-person and virtual educational events and programs. The library serves approximately 495,000 residents in the county, which has millions of visitors per year.

THE IDEAL CANDIDATE

- Effective leadership qualities. A passion for public service. Creativity and flexible thinking.
- Proven ability as a self- starter; comfortable working independently with general oversight/ direction.



The image shows a blue calculator on the left and a magnifying glass over a spreadsheet of numbers. The spreadsheet contains several columns of numerical data, with the magnifying glass focusing on a specific row.

9,012.00	3,445.00	34,557.00	345.00	234,700.00	5,564.00	23,442.00
20,796.00	45,534.00	7,566.00	42,456.00	234,234.00	234,676.00	46,456.00
2,315.00	38,484.00	16,164.00	16,164.00	5,345.00	10,776.00	4,234,467.00
38,484.00	16,164.00	33,245.00	3,423.00	34,423.00	42,234.00	34,233.00
16,164.00	15,256.00	54,322.00	2,342.00	3,423.00	23,423.00	564,523.00
15,726.00	25,412.00	23,312.00	3,423.00	23,423.00	45,344.00	246,723.00
2,276.00	3,654.00	9,220.00	234,423.00	234,233.00	45,573.00	24,423.00
18,174.00	55,320.00	31,428.00	31,428.00	534,457.00	14,772.00	442,344.00
55,320.00	31,428.00	14,772.00	14,772.00	14,772.00	16,392.00	40,334.00
31,428.00	14,772.00	16,392.00	16,392.00	16,392.00	15,168.00	17,744.00
1,231.00	14,772.00	16,392.00	16,392.00	16,392.00	15,168.00	1,096.00
1,366.00	15,168.00	58,680.00	58,680.00	58,680.00	58,680.00	4,100.00
1,264.00	58,680.00	13,704.00	13,704.00	13,704.00	13,704.00	562.00
4,890.00	13,704.00	15,924.00	15,924.00	15,924.00	15,924.00	3,465.00
1,142.00	15,924.00	51,000.00	51,000.00	51,000.00	51,000.00	1,000.00
1,327.00	51,000.00	46,884.00	46,884.00	46,884.00	46,884.00	1,448.00
4,250.00	46,884.00	37,872.00	37,872.00	37,872.00	37,872.00	3,184.00
3,907.00	37,872.00	550,009.00	3,955,000.00	2,580,255.00	1,835,094.00	88,520.00
3,156.00	512,603.00					
480,091.00						

- Exceptional character, with very high ethical standards, who naturally earns the confidence and trust of others.
- Demonstrated experience as a professional who will continue to move the Library forward by providing clear direction to staff and by engaging and building relationships and managing the daily operations of the department including budget preparation and administration, audit requirements and guidelines, record keeping and documentation, sourcing and formulating priorities for funding resources, fiscal sustainability, and internal controls.
- Experience with the fiscal operations and revenue and management of related project budgets and timelines, budgeting and forecasting and strategic planning.
- Proven ability to develop and implement organizational policies and procedures.
- As part of the executive leadership team, the demonstrated ability to work strategically and collaboratively with the team members and the to implement and manage initiatives, plans, policies and priorities.
- Ability to mentor and develop staff, possess exceptional management skills and be able to delegate effectively while holding staff accountable.
- Demonstrated ability to be highly adaptable, flexible and politically astute in dealing with the changing expectations. Outstanding communication skills, both written and verbal; comfortable presenting in a public forum and delivering technical information in an understandable format.
- Experienced in government accounting.
- Savvy technology skills.
- Detail-oriented with exceptional organizational skills.

THE REQUIREMENTS

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field; and six (6) years of increasingly responsible experience performing professional-level work related to accounting, budgetary analysis, general administration including budget preparation, fiscal analysis, research, and preparation of written reports and recommendations, two (2) years of which included experience as a manager, supervisor, or staff lead.

COMPENSATION

Annual Salary: \$116,688.00 to \$145,745.60

BENEFITS

Non-Represented Management Classifications Benefit Summary

Health/Wellness Benefits:

- Several healthcare plans are available through California Public Employees' Retirement System (CalPERS). Sonoma County Library contributes 80% towards monthly premium and Employee Contribution is 20%. Please visit CalPERS Health Benefit Summary to see details of available CalPERS health plans.
- Library pays full cost (100%) of Dental insurance, Vision Plan, and Employee Assistance Program (EAP).

Vacation/Administrative Leave/Sick Leave:

- Equivalent of 12 paid holidays per year (11 full days and 2 half days).
- Eligible for forty (40) hours of administrative leave per fiscal year.
- Vacation Accrual – 15 days per year (1.25 days per mo.) with increases based on length of service.
- Sick leave accrues at 1 day per calendar month.

Reimbursement of Relocation Expenses:

- Library will provide up to \$4,000.00 for relocation expenses (based on receipts submitted) less any travel expenses incurred for on-site interviews. The reimbursement will not cover alcoholic beverage purchases or deposits on housing.

Retirement:

- Library participates in CalPERS.
- Formula varies depending on hire date (refer to current <https://www.calpers.ca.gov/page/active-members> for further details).
- Percentage of Retiree medical paid by Library and dependents based on date of hire
- Health Retirement Savings Account alternative may be available
- Sonoma County Library DOES NOT participate in Social Security.

Other Benefits:

- Life Insurance – 100% paid by Library (2 times annual salary).
- Long Term Disability (LTD) insurance – 100% paid by Library.
- Accidental Death and Dismemberment Insurance (AD&D) – 100% paid by Library
- Library Participates in Medicare.
- State Disability Insurance (SDI)/Paid Family Leave (PFL) – 100% paid by Employee.

APPLICATION

Priority consideration will be given to candidates who apply by Tuesday, March 9, 2021 at 5:00p.m. Applications will be accepted until the job posting is removed. Interviews are tentatively scheduled for March 18th and 19th. Please submit your application, resume, cover letter, and a list of 3 work-related references (who will not be contacted in the early stages of the process) to: calopps.org/sonoma-county-library