



# Budget Manager





# The City Of Riverside

The City of Riverside is a growing metropolitan hub, with an artistic spirit, positioned for a sustainable urban future. Ranked as the 12th largest city in the state with a population of 317,000, Riverside is an urban amenities center that includes museums, theaters, fine dining, an array of festivals and markets, and four internationally recognized universities and colleges. The City believes in continually investing in and improving the community. The Riverside Renaissance effort in the early 2000's included nearly \$1.3 billion worth of projects designed to enhance the quality of life for all Riverside residents. This phenomenal effort resulted in Riverside building 30 years of public improvements in just five years, including new public facilities, paving more roads than ever before, upgrading water and electric systems, traffic relief at railroad crossings through the construction of new overpasses and underpasses, road and street rehabilitation and widening, construction of new sidewalks, curbs and gutters, landscaping improvements, as well as water, sewer and electrical infrastructure projects, renovating and creating new parks, building a new fire station, improving police stations, new and upgraded libraries, rehabilitation of the Fox Theater and Municipal Auditorium, and neighborhood enhancements throughout the City. Riverside is an ideal location for those looking to receive a quality education, start a career, become an innovator or entrepreneur, volunteer in the community, build and expand a business, raise a family, or retire.



## City Governance

The City is governed by a seven-member City Council / City Manager model, and is a full-service city providing public safety, utility (electric, water, wastewater, and refuse), community services, and much more. With an operating budget of \$1.3 billion and 2,600 employees, the City provides services to more than 317,000 residents. In October 2020, the City Council developed and approved a 5-year Strategic Plan to guide policy direction that will provide a foundation for Priority Based Budgeting.

## Accomplishments

Riverside is an award-winning city! Riverside was named #1 U.S. for Small Business by Inc. Magazine, #2 Hot Spot for Tech in the U.S., #6 Happiest Place in the Nation for Young Professionals, #3 in California and #103 in the World for Economic Performance by the Brookings Institute, Coolest California City by the California Air Resources Board, a Top 25 City for Business by Executive Outlook Magazine, an Emerald City by the State of California Department of Conservation for sustainable green initiatives and renewable energy, and received the highest possible score of 100 in the nationwide 2020 Municipal Equality Index for non-discrimination laws and inclusion in municipal law, policy, and services. With the recent openings of the Civil Rights Institute, a new downtown library and the opening in early 2022 of the Cheech Marin Center for Chicano Art, Culture and Industry, Riverside is an extraordinary city with a bright future.

To learn more about the City of Riverside, go to: <https://riversideca.gov/>



# The Finance Department/Budget Team

The Finance Department is comprised of sixty-six full-time employees supporting the budget, accounting, treasury, debt, procurement, risk management, and business tax functions of the City. The Budget Manager reports to the Assistant Chief Financial Officer. Four seasoned and highly competent professionals support the Budget Manager in the compilation of the City budget, capital improvement plan, quarterly financial reports, and other areas. Members of the budget team are subject matter experts in various areas, and cross-training is always a high priority to ensure seamless continuity of work product. The self-motivated budget team telecommuted during the pandemic with indisputable success, shifting to an emergency budget for FY 2020, providing financial impact analysis of the pandemic, and coordinating with City departments virtually to produce a FY 2021 annual budget and capital improvement plan entirely remotely before converting back to a biennial budget process for FY 2022/23 through FY 2023/24. Productivity and life-work balance are at an all-time high for members of the budget team. With the recent adoption of a citywide telecommuting policy, the members of the budget team will transition to a hybrid work schedule, but will continue to rely heavily on the benefits of the virtual meeting environment to enhance team and cross-departmental collaboration. An ideal candidate for the Budget Manager position will effectively motivate, manage, and build strong interpersonal relationships with budget team members in a hybrid work environment, and thereby continue the high-quality output that the Budget Division is known for.



## The Position

The City of Riverside is seeking an experienced and innovative individual to collaborate with City leadership to develop financial strategies for the City's long-term fiscal health. This position reports to the Assistant Chief Financial Officer and is an influential and critical position in the City with high potential for advancement. The Budget Manager recommends, presents, and implements strategic solutions to fiscal challenges, both large and small. City departments and City leadership rely on the Budget Manager for day-to-day guidance and creative solutions to budget matters such as funding needs and transparent communication of financial matters to the public. Additionally, the City is currently transitioning to a Priority Based Budgeting (PBB) methodology that will guide funding decisions and improve the alignment of City programs and services to the City's Envision Riverside Strategic Plan 2025. The Budget Manager will provide recommendations and guidance on the incorporation of PBB in the City's budget process. The Budget Manager position has significant growth potential, both professionally and monetarily.

Riverside is a full-service city with Police and Fire Departments; Electric, Water, Wastewater and Refuse utilities; a Convention Center and other entertainment venues; Museum; Transit; and other services not typical of smaller cities. The Budget Manager position is ideal for small-to-medium city Finance Directors and Assistant Finance Directors seeking professional growth opportunities available in large, full-service cities and the opportunity to grow their earning potential. With a citywide budget in excess of \$1.3 billion and capital improvement plan of \$163 million, candidates will tackle the unique challenges of a large, full-service city, recommending strategic financial solutions that align financing for numerous City services with the City Council's strategic initiatives.

### **The job duties of the Budget Manager include, but are not limited to:**

- » Guide City leadership and staff through the development of the City's budget and capital improvement plan; produce related budget publications; and submit budget publications for CSMFO and GFOA awards.
- » Monitor City finances with attention to internal and external influences; perform quarterly financial analysis; produce and present quarterly financial reports to the City Council, Financial Performance and Budget Committee, and Budget Engagement Commission; and make recommendations to adjust the City budget as necessary.
- » Supervise the preparation and update of the City's Cost Allocation Plan.
- » Supervise the preparation and update of the City's Fees and Charges, and lead the comprehensive Fees and Charges study every three to five years.
- » Oversee staff monitoring of Position Control to ensure compliance with Council-approved FTE and appropriations.
- » Review reports for City Council and other public meeting bodies for compliance with fiscal policies, fiscal transparency, and fiscal impact.
- » Guide the development of long-term financial plans including comprehensive revenue and expenditure forecasts.
- » Monitor and report on the program-based spending plan for the City's local transaction tax (Measure Z).
- » Oversee maintenance, testing, and updating of budget and cost allocation plan software; ensure accurate and up-to-date public-facing content in the systems and select Finance Department webpages.
- » Prepare and present reports to the City Council, the Budget Engagement Commission, and other public meeting bodies as requested.
- » Monitor and assess the potential impacts of the local, regional, and national economy on City finances.



## The Ideal Candidate

The ideal candidate is an experienced, innovative, and motivated finance professional who enjoys challenges and creative solutions and has a mentorship approach to managing employees. The Budget Manager will be expected to support a collaborative and transparent organizational culture. The successful candidate will have strong analytical skills and a background in varied, complex municipal budgets. Effective communication and interpersonal skills are necessary to build and foster positive staff and interdepartmental relationships, as well as provide clear presentations and reports to leadership, various committees, and community groups. A manager with a track record providing support and guidance to a group of highly qualified professionals in a fast-paced environment, who creates a workplace of mutual trust, respect, and a family-type environment is highly desirable.

### Key Attributes and Characteristics

- » A "roll up one's sleeves" type of leader who can foster strong, collaborative working relationships with all levels of City staff.
- » The ability to creatively communicate complex financial information to non-financial audiences verbally and in writing, using graphics, and simple, practical terms.
- » A willingness to leverage effective management and motivation of the Budget staff to research and recommend financial strategies and develop long-term financial plans, and perform complex financial analysis as required.
- » A management style that looks for continuous ways to improve processes, utilizes technology to create efficiencies, and factors in the current hybrid working environment to ensure continued fiscal responsibility.
- » A charismatic and humble leader who demonstrates confidence and high integrity, while providing excellent customer service.
- » An active listener, calm under pressure, possessing a positive attitude and a good sense of humor.

## Qualifications

- » Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, economics, or a closely related field.
- » A Master's degree in public administration, business, finance, accounting, or economics is highly desirable.
- » A minimum of five (5) years of professional experience in government budget development.
- » A minimum of one (1) year in a supervisory capacity.
- » Experience working in a mid-size to large government organization with a sizable and complex budget with multiple aspects of a budget including utilities, police, fire, community services, etc. is highly desirable.
- » A CPA is helpful, but not necessary.



# Salary And Benefits

The starting salary range of \$128,160.00 to \$188,040.00 depending on qualifications and experience.

This pay exceeds that of higher position titles in smaller cities and has significant growth potential, both professionally and monetarily.

In addition to a competitive salary, the City offers an excellent benefits package that includes:

- » **Retirement for Classic Members** - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- » **Retirement for New Members** - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- » **Health Insurance** - The City offers five health insurance plans and contributes up to \$1,640 per month for employee and dependent coverage.
- » **Dental Insurance** - The City provides three dental insurance plans and contributes up to \$45 per month.
- » **Vision Insurance** - The City provides vision coverage through Vision Service Plan (VSP) for employees and their dependents that are enrolled in medical coverage.
- » **Life Insurance** - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary rounded to the next highest \$1,000.
- » **Deferred Compensation** - The City contributes \$100 per month with a minimum employee contribution of \$12.50 per check. Participation in the deferred compensation plan is optional.
- » **Leave Benefits** - Includes all the typical vacation leave, sick leave, bereavement leave, and holiday benefits.
- » **Flexible Spending Account** - The City offers a Health Care and Dependent Care Flexible Spending Plan for optional participation.
- » **Long Term Disability** - The City offers optional enrollment in the Long-Term Disability Plan.
- » **Vacation Accrual** - 0-9 yrs. = 144 hrs., 10+ yrs. = 184 hrs.
- » **Administrative Leave** - 32 hours per fiscal year.
- » **Critical Illness Insurance** - The City offers Critical Illness Insurance; a voluntary insurance plan that pays the insured a lump sum benefit upon the diagnosis of a covered critical condition including heart attack, cancer, stroke, renal failure, organ transplant, infectious disease, and more.
- » **Legal Insurance** - The City offers LegalGUARD; an optional legal insurance plan for only \$17.54/month underwritten by Nationwide that protects members from unexpected personal legal issues.

For additional benefits information, please visit the following website:

<https://www.riversideca.gov/human/employee-hub/benefits/about-1>



## Application Process

The final filing date is Friday, March 17, 2023.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/budget-manager-2/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.