



# Assistant Finance Director



## THE COMMUNITY

The City of Salinas is the 34th largest city in the state with a population of approximately 155,205. Salinas is located in beautiful Monterey County and is the County seat. Just 40 minutes south of the heart of the nation's high-tech industry, Silicon Valley, the City has the largest population in California's Central Coast, is a multicultural and diverse community and a key asset in today's global economy. The region also boasts spectacular scenery, from breathtaking mountains and valleys, to the beauty of the sun, sand, sea, and soil. Salinas serves as the main business, governmental and industrial center of the region. The marine climate is ideal for the floral industry, grape vineyards, and vegetable growers. Salinas is known as the "Salad Bowl of the World" for its large, vibrant agriculture industry. The City is rich in diversity with an approximate 75% Hispanic population and a median age of 34, which allows for various cultural family activities and world class annual events such as the California Rodeo Salinas, El Grito Festival, Forbes Ag Tech Summit and world-renowned amenities right next door, including the Pebble Beach Golf Resort and the Monterey Bay Aquarium. Salinas is home to Hartnell, a robust community college, along with being just minutes from Cal State Monterey Bay. The City is also home to a wealth of cultural and historic assets, including the California Welcome Center/ Regional Heritage Center and the National Steinbeck Center – the only museum in the country devoted to a single author - along with Steinbeck's family home. Salinas is the birthplace of John Steinbeck.

Although agriculture forms the economic base, more than 100 manufacturing, financial, and medical related firms call Salinas home. Salinas has a global reputation as an agriculture and innovation hub, it is a source for agricultural research and resources and is developing the latest technology and advancements. Some of the largest employers in the city include the County of Monterey, Taylor Farms, D'Arrigo Bros, and Salinas Valley Memorial Hospital.

Visitors can also explore the nearby Monterey Peninsula: the historic missions of San Juan Bautista, Soledad, Carmel and San Antonio de Padua, the world class wineries of South Monterey County and the beauty of nearby beaches and Pinnacles National Monument.

## CITY GOVERNMENT

The City of Salinas was incorporated in 1874 and became a Charter City in 1903. The City operates under a City Council- Manager form of government. The seven-member City Council includes six members elected by district to serve four-year staggered terms on a non-partisan basis, plus the Mayor who is elected at-large and serves a two-year term. The City employs 525 full-time staff with 184 additional temporary employees. The City's total budget is \$202 million. The City Manager leads and directs eight departments: Administration, Community Development, Finance, Fire, Human Resources, Library and Community Services, Public Works, and Police Service of Salinas. The City Attorney oversees the City's Legal Department.

## THE DEPARTMENT

The Finance Department provides coordination and direction of all fiscal operations of the City. This includes, but is not limited to:

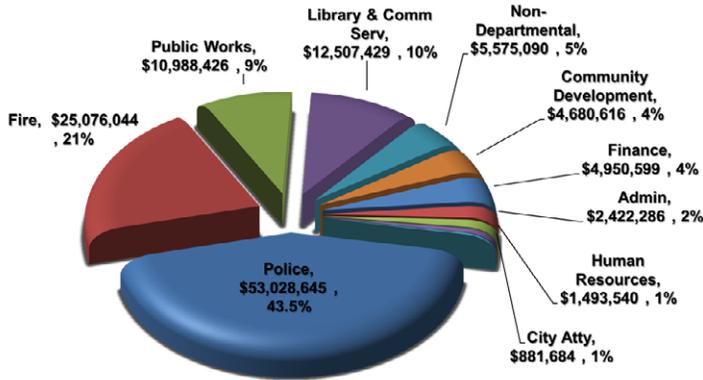
- ▶ Directing, monitoring, and controlling all assets and financial operations of the City.
- ▶ Providing a framework for financial planning and analysis to support the operation and management of all City Departments.
- ▶ Financial administration of the Successor Agency to the former Salinas Redevelopment Agency, Assessment Districts, Enterprise Operations, Internal Services and Trust Funds, and the City's General Fund.
- ▶ A staff of approximately 25 I.T. and Finance professionals.

Departmental responsibilities include long-range financial planning, budget management, accounts receivable and payable, payroll, retirement administration, general accounting and reporting, debt administration, purchasing, revenue and licensing, information technology and assessment district administration.

## The Salinas Plan:

The Salinas Plan is a Ten-Year Plan designed to provide the City with a path forward on maintaining a long-term balanced, sustainable budget while preserving City services and addressing the affordable housing crisis.

### General Fund & Measure E & G FY 2021-22 Expenditure Budget \$121,887,182



## THE POSITION

The Assistant Finance Director manages the various functional areas of the Finance Department, including accounting and financial reporting, annual budgets, purchasing, billing/accounts payable, accounts receivable/revenue collection, payroll, treasury, investments, debt management, and assessment districts. This includes planning, organizing, and directing the day-to-day activities of the department and a variety of advanced and specialized accounting duties within the City's financial systems such as developing budgets, preparing financial reports, managing investment portfolio, and maintaining various funds. The position provides ongoing assistance to the Director on highly complex work. Acts as Director of Finance in their absence.

## THE IDEAL CANDIDATE

The ideal candidate will be an honest, collaborative, and confident leader with excellent supervisory skills; a strong communicator able to write reports with clarity and verbally articulate fiscal concepts to all levels of audiences, including presentations in front of City Council. The Assistant Finance Director must be strong technically with excellent analytical skills as well as possess solid supervisory and personnel management skills with the ability to be a mentor; willing and able to develop and counsel staff. The incumbent will be a responsible steward for the community, City staff, and leadership, and align decisions in support of the Salinas Plan. The ideal candidate will have a proven track record in implementing efficiencies, allowing the Department to assist the organization in achieving its financial goals.

The successful candidate will have demonstrated expertise and a solid track record in municipal finance and budget management, agency administration, and the ability to maintain collaborative relationships with City Council, staff, and the community. Excellent interpersonal abilities are necessary to build and maintain solid relationships with elected officials, regional business partners, union representatives, staff, and the community through open and respectful dialogue. It is important to engage and embrace the cultural diversity of the City.

### Key Attributes and Characteristics

- A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity, someone who can think outside the box.
- A professional with a commitment to uphold the values of Salinas, including valuing positive employee working relations and respecting the ideas and suggestions of others.
- A friendly approachable leader who can ensure quality customer service.
- Diplomatic, being known as a people person with an engaging style that is comfortable interacting with a wide spectrum of individuals and one who welcomes dialogue and discussion.
- A decisive, seasoned leader with the highest integrity, character, and ethics.
- Honest, with the ability to maintain and build trust and actively listen.
- Technologically astute, who recognizes the value of harnessing and integrating the benefits of cutting-edge technology for city government and for residents.
- A proven understanding of budget/structural deficits and the willingness and the ability to bring teams together to find solutions to challenging issues.
- A manager with a track record of inclusiveness, positive communication, and building a high performing team-oriented staff.





## MINIMUM QUALIFICATIONS

- ▶ Bachelor's Degree in Public Administration, Business Administration, Accounting, Finance, or a related field.
- ▶ Master's Degree (MA/MS) is highly desirable.
- ▶ Five years of recent professional accounting, budgeting, and/or financial experience in a government agency.
- ▶ Two years of recent supervisory experience which has included the selection, evaluation, and discipline of assigned staff.

## COMPENSATION AND BENEFITS

The salary for the Assistant Finance Director is up to \$137,214, including Educational Achievement and Division Head premiums. An additional Educational Achievement premium of 2.5% will be paid for an Assistant Finance Director holding a graduate degree from an accredited college or university that is determined to be job-related. Base salary is currently under review and a 2.25% increase is due effective the first full pay period of January 2022.

### The City offers an attractive benefits package which includes:

- ▶ **CalPERS Retirement Plan** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 55 formula for Classic members. New members, as defined by PEPPRA, are under a 2% @ 62 formula.
- ▶ **Health Insurance** – The City currently pays 95% of the PERS Choice health plan premium. Other PERS health coverage may be available depending upon residence. The City pays the full amount of premiums for dental and vision plans.
- ▶ **Holidays** – 12 per year.
- ▶ **Annual Leave** – May be used for vacation and/or sick leave. Leave is accrued at a rate of 34 days per year for the first five years with additional longevity increase in annual leave depending on years of service.
- ▶ **Life Insurance** – Term life insurance in the amount of \$150,000.
- ▶ **Bilingual Pay** - \$75 per pay period if Spanish is used in the course of his/her job duties (subject to passing a City administered bilingual exam and administrative approval).

- ▶ **Residency Stipend** - \$200 per month payable on a bi-weekly basis for employees who maintain legal residence within the corporate limits of the City of Salinas.
- ▶ **Professional Development** – Up to \$1,000 for qualifying expenses per fiscal year on a reimbursement basis.

For a complete description of benefits please visit: [https://www.cityofsalinas.org/sites/default/files/departments\\_files/human\\_resources\\_files/mous/conf\\_mgt\\_comp\\_plan\\_2020.pdf](https://www.cityofsalinas.org/sites/default/files/departments_files/human_resources_files/mous/conf_mgt_comp_plan_2020.pdf)

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

### This position is Open Until Filled.

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/assistant-finance-director/>

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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Website: <https://koffassociates.com/>

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.