



Director of Finance



THE COMMUNITY

In the heart of the San Joaquin Valley, the vibrant City of Patterson offers residents a safe, diverse, and friendly community rich in heritage. The City has a resident population of 23,808 and is located in Stanislaus County. It is 45 miles southeast of Livermore and part of the Modesto Metropolitan Statistical Area. Patterson is known as the “Apricot Capital of the World.” Patterson is a rural, small town surrounded by agricultural land and has grown immensely during the past decade.

Agriculture is the City’s primary economy with an array of fruit and vegetables including apricots, almonds, and walnuts, as well as row crops of dry beans, tomatoes, broccoli, spinach, peas, and melons all playing an important role in Patterson’s history. During the first weekend in June, Downtown Patterson hosts the City’s largest celebration of the year, the Apricot Fiesta. The Fiesta starts on a Friday and ends on Sunday and offers an array of fun for the entire community.

Today, Patterson continues to take pride in its rich heritage while promoting balanced growth in a well-planned community. New neighborhoods blend well with the historical homes of Patterson’s past. Commercial and industrial growth also meet design guidelines which enhance the community.

GOVERNANCE

The City operates under a Council-Manager form of government. The City Manager is responsible for all City Departments including Administration, Finance, Public Works, Recreation & Community Services, Fire, Planning, and Engineering. The City’s Mission is preserving and enhancing the small-town quality of life while providing a high level of responsive local government services and the promotion of inclusive public participation in planning the City’s future and embracing the heritage. The City employs approximately 147 full-time and 153 part-time employees with an annual budget of \$135 million.

THE POSITION

Under Administrative direction of the City Manager, the Director of Finance will plan, direct, manage and oversee the activities and operations of the Finance Department including financial reporting, payroll, budgeting, accounting and auditing, property management, treasury, cash management, license administration, purchasing, utility billing, revenue, accounts payable, and management information systems. This Director will coordinate assigned activities with other City departments and outside agencies, coordinate the City’s investment portfolio as authorized, and to provide highly responsible and complex administrative support to the City Manager. The Director of Finance manages a staff of 13.

Key Functions

- Manage the development and implementation of the Finance Department goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly for the Finance Department.
- Plan, direct and coordinate, through subordinate personnel, the Finance Department’s work plan. Assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures, and meet with management staff to identify and resolve problems.
- Select, train, motivate and evaluate professional, technical, and clerical Department personnel. Provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures.





- Oversee and participate in the development and administration of the Finance Department budget. Approve the forecast of funds needed for staffing, equipment, materials, and supplies. Approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Oversee utility billing and collection, research and resolve billing concerns and issues, and develop and implement utility billing policies and procedures.
- Manage City purchasing functions, monitor purchase of capital equipment, maintain account of the City's fixed assets, including calculation of depreciation, tracking, inventory, disposition of assets and direct business license administration.
- Review and recommend modifications to laws pertaining to municipal government finance and taxation.
- Direct the preparation of financial reports, analyses, audits, and deliver reports to the City Council as directed by the City Manager.
- Ensure compliance with City, State, and Federal policies, procedures, and regulations pertaining to fiscal management and investment planning.
- Represent the Finance Department to other City departments, elected officials, and outside agencies. Coordinate Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager, participate on a variety of boards, commissions, and committees. Prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Coordinate City's Financial Management Information System (MIS) and remain current on technology advancement pertaining to computer systems within the public sector.
- Perform related duties and responsibilities as required.

communication and interpersonal skills with the ability to build solid working relationships with staff, department heads, elected officials, and other key stakeholders. The City is building a strong leadership team and the successful candidate should continue to build on this positive approach of collaborative teamwork, employee development, and creating trust with colleagues through active listening and solutions-oriented dialogue. The next Director of Finance must have solid accounting, finance, budget, and payroll skills, be hands-on, and possess a willingness and the ability to mentor employees while creating a positive working environment – be accessible, approachable, and be open to new ideas.

Key skills and attributes

- Financial management and administration including enterprise and internal services fund accounting.
- Ability to mentor, train, develop talent, and create a positive and high performing work culture.
- Governmental and accounting principles.
- Municipal financing techniques including, but not limited to, bonds, assessment districts, fees, lease/purchases, and private public partnerships.
- Principles and practices of supervision and performance evaluation.
- Governmental procurement and contract management requirements.
- Ensure transparency for the City and keep an open line of communication.
- Possess compassion, a collaborative communication style, and high integrity.
- Management and leadership principles, including performance measurements.
- Public administration and governmental operations.
- Applicable local, state, and federal laws, codes, policies, procedures, rules, and regulations.
- Program development and administration principles and practices.
- Public relations principles and practices.

THE IDEAL CANDIDATE

The ideal candidate will be a creative, forward-thinking leader that manages with integrity, intelligence, high energy, and humility. The successful candidate should be a change agent with strong



- Personal computer software and hardware.
- Effective methods of report presentation.
- Budget preparation, control, and management.
- Effective oral and written communication principles and practices.
- City organization, operations, policies, and objectives.
- Laws, codes, and other regulations concerning municipal finance transactions, accounting, and taxation.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in finance, accounting, business or public administration or related field.
- Five (5) years of increasingly responsible experience in financial management accounting, or a related field, preferably in the public sector including three years of administrative and supervisory responsibility.

SALARY AND BENEFITS

The salary range for this position is up to \$165,744 DOE.
A Compensation Study is currently underway.

The City offers an attractive benefits package as follows:

- **Retirement:** Qualified candidates currently, or within the last six (6) months, a member of CalPERS or subject to reciprocity with another eligible retirement plan may be a "classic member" and may be enrolled in the City's 2.7% @ 55 plan. Employees pay a contribution rate of 8% on a pre-tax basis.
 - » Non-classic or "new members" will be enrolled in the 2% @ 62 plan. Employees will be required to pay 50% of the normal contribution rate as prescribed by PEPR on a pre-tax basis. The City does not participate in Social Security.
- **Health:** The City currently contributes 100% of the CalPERS Kaiser Family Rate for health coverage.
- **Holidays:** 12 days per year.
- **Vacation:** Negotiable up to 5 weeks per year.
- **Administrative Leave:** 96 hours per year.

- **Sick Leave:** Accrue 8 hours per month.
- **Additional Benefits:** The City provides dental and vision insurance for the employee and his/her dependents, and retiree medical.
- Employees can choose to participate in the City's Deferred Compensation Plans.

Hybrid work schedule (work from home 1-2 days per week)

For more information about the City's benefits, go to:
www.ci.patterson.ca.us/456/Salary-and-Benefits

APPLICATION AND SELECTION PROCESS

This position will be open until filled. First review of candidates will be December 12, 2022.

To be considered, please submit a resume, cover letter, and five work related references, at least three of which are current or prior supervisors, (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-finance-4/>

For more information, 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.

