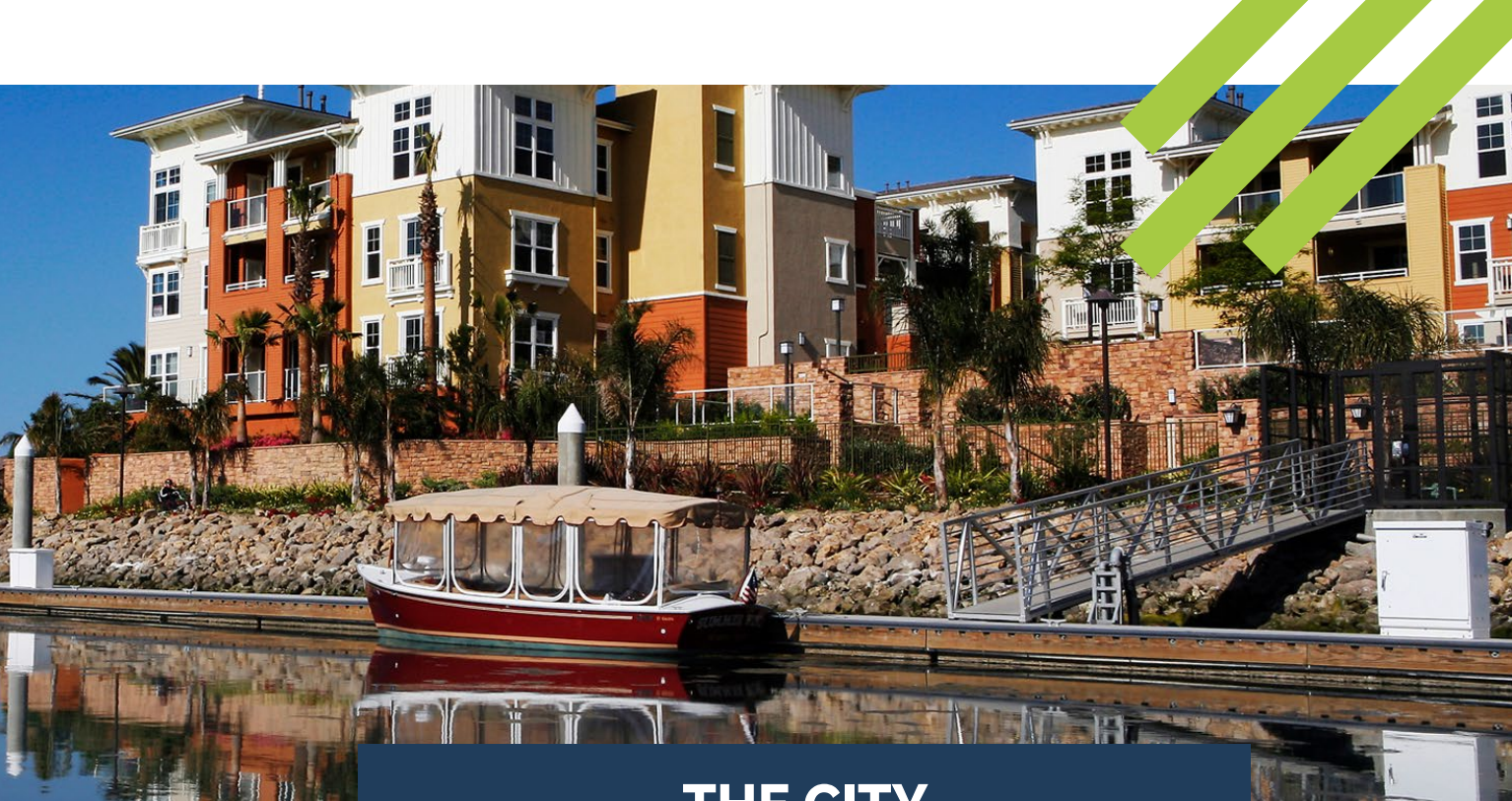




Chief Financial Officer





THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard enjoys an expanding economy based on a healthy combination of agriculture, commercial and manufacturing development, tourism, and the U.S. Navy.

Residents of Oxnard enjoy a high quality of life enhanced by the clean air and mild climate of this coastal community, the charm and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a vibrant urban setting. Local assets include two thriving military bases, a full-service deep water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital and a growing community college. In addition, there are golf courses and marinas.

The population has grown significantly in the last fifty years, providing both challenges and opportunities to local government and residents. Additionally, the City offers many opportunities for its enterprising and forward-thinking business community, including expanding housing for its residents.

CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City operates its own Police and Fire Departments as well as three utilities: water, sewer and trash. The City Council consists of an elected Mayor holding a four-year term and six council members elected by districts to four-year staggered terms. Also directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney.

Oxnard has a current all-funds budget of approximately \$667 million, which includes the General Fund of over \$216 million. The City has 1,439 authorized full-time equivalent positions within 13 City departments and City Council.

Significant and positive changes have occurred in recent years making Oxnard's future bright. In November 2020, the voters approved a 1.5 percent local sales tax that generates approximately \$57 million a year in revenue contributing to the City's long-term financial stability. Additionally, the City received \$59.5 million in federal American Rescue Plan Act funds. With this enhanced funding, the City has opened an Arts Academy for local youth in a disadvantaged neighborhood, has invested a tremendous amount in street work, and plans to build an Aquatics Center, skate park and Senior Center in the next five years. It is an exciting time to be in Oxnard!



THE DEPARTMENT

The Finance Department is responsible for overseeing the financial management of City funds and supporting the City Council, City Manager and departments in all financial matters. Department programs include General Accounting, Budget Management, Financial Resources, Grants Management, Purchasing, and Mail and Courier Services. Currently, there are 36 budgeted positions including two Assistant Chief Financial Officers.

Over the last five years, departmental leadership, with the strong support of the City Council and the City Manager's Office, has worked diligently to improve the City's financial outlook. Even during budget cuts, the City added four new Finance positions, including an Assistant CFO position. In 2019, the City Council invested \$15 million in a new ERP system; the financials phase of implementation was

completed and launched on October 1, 2022. These investments and the hard work of a tremendous staff have allowed Finance to eliminate over 180 audit findings since 2016 (leaving 3 remaining), create stricter financial and purchasing guidelines, and receive five S&P credit rating upgrades in the past year alone.

THE POSITION

The Chief Financial Officer (CFO) is the key financial strategist for the City and serves at the pleasure of the City Manager. The City is looking for an individual committed to continuing to nurture a culture of integrity and professionalism, stability and credibility in the Finance Department by following sound financial policies and procedures, implementing best practices and internal controls, and providing clear, concise, and readily understood financial reports and projections. The key focus areas for this position over the coming years are:

- Provide effective leadership and strong management.
- Work collaboratively on forecasting and providing solutions to ensure a solid fiscal structure.
- Support the Public Works department in developing and implementing the 5-year Capital Improvement Program (CIP).
- Continue to close out the City's remaining audit findings and put internal controls/best practices into place to ensure strong financial standing.
- Further improve the City's bond rating.
- Provide mentorship and staff development opportunities to prepare the next generation of leaders.



THE IDEAL CANDIDATE

The ideal candidate will be an inspiring leader, who is a proactive problem solver with the desire and confidence to work with City leadership in a highly visible role to carry out the mission, vision, and needs of the City. Excellent communication and interpersonal skills will be critical to build trust and confidence with the City Council, staff, and residents, so an individual who values open dialogue, and is willing to build consensus is a must.

QUALIFICATIONS

- Bachelor's degree in finance, accounting, economics, public or business administration or a closely related field.
- A minimum of eight (8) years of progressively responsible experience in financial management and analysis, budget development, accounting, treasury, and debt and liability management.
- Three to five (3-5) years in a supervisory capacity.
- Competent in managing, planning, organizing, directing, and controlling a large financial/accounting organizational unit.
- A CPA license or Masters degree is highly desirable.



COMPENSATION AND BENEFITS

The expected salary range for the Chief Financial Officer is **\$185,000-\$236,900** annually, and is not subject to Social Security.

- The City will contribute \$1,774 per month toward medical insurance premiums with no cash back. Employees who waive medical will receive \$500 per month cash back with proof of other qualifying coverage.
- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security.
- Paid Administrative Leave of 80 hours per fiscal year.
- The City contributes \$66.80 monthly towards dental insurance.
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000.
- The City provides a long-term disability coverage plan.
- Paid Annual Leave which accrues at the rate of 7.16 hours biweekly or 186.16 hours annually.
- The City operates on a 9/80 schedule with every other Friday off.
- Twelve (12) paid holidays per year.
- Paid Bereavement Leave.
- A Flexible Spending Plan.
- The City contributes 4.5% of salary to a 401(a) deferred compensation plan (no employee match requirement).
- A biweekly car allowance of \$161.54.



APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, March 31, 2023. To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/chief-financial-officer-3/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. 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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.