



CITY OF TULARE, CALIFORNIA

Chief Financial Officer

(Finance Director)





■ THE COMMUNITY

The City of Tulare is an exceptional, family-oriented community with a population of 67,834, situated in the Central San Joaquin Valley along Highway 99, just 47 miles south of Fresno and 64 miles north of Bakersfield. Our mid-state location benefits businesses needing same-day access to key California markets as well as residents seeking recreational opportunities in the beautiful Sierra Nevada Mountains to the east and the spectacular California coastline to the west.

Founded in 1874 by the railroad, Tulare overcame numerous disasters in the 1880's. Following three major fires and the departure of the railroad, the community's saving element was bringing water and farming to the area. Situated in the heart of some of the most productive farmland in the world, Tulare is very attractive to food processors and distributors (such as Haagen-Dazs, Land O'Lakes, Saputo, and Kraft) because of our central location and abundant supply of locally grown products. Tulare County is the number one milk-processing county, and now the second largest agricultural producing county in the world, second only to neighboring Fresno County.

With its strong agricultural vitality, Tulare seeks to diversify its industrial and retail base through our focus on economic development. The City not only welcomes new industries and businesses, but it has become a regional attraction. Tulare has a historical downtown, first class historical museum, and an expanding outlet center providing 2.6 million square feet of retail space. In addition, Tulare is home of the International Agri-Center, sponsor of the largest farm equipment show in the world – the World Ag Expo.

Tulare is well known for its volunteerism and community spirit. The City has an excellent rapport with its citizenry and is currently undergoing positive growth. Tulare also has an attractive housing market with exceptionally priced quality homes. Tulare is a city challenging itself to provide new opportunities for all who call

it home. The community is growing yet it retains the caring atmosphere of a small town. The city honors and celebrates its culturally diverse heritage while providing democratic and cost-effective services to all its citizens. The City Council works closely with the City Manager and with members of the public to ensure that the "voice of the citizen" is heard.

■ CITY GOVERNANCE

Tulare is a full-service Charter City with approximately 500 employees in the departments of Administration, Finance, Human Resources, Community Services, Community & Economic Development, Public Works, General Services, Police, and Fire. Healthy revenue sources include a sound property tax base, a utility user's tax, and an 8.25% local sales tax. The City is governed by a five-member City Council elected by district. Adopted goals by the City Council include priorities in the areas of Public Health and Safety, Stewardship of Revenue and Assets, Quality of Life, and Community Governance and Communication. The City owns and operates its own water, sewer/pollution control, and solid waste municipal utility enterprises.

The City has a total budget of approximately \$225mil with a general fund of \$55mil. Like many local government agencies, the city has recruited and appointed its leadership team with the goal of continuously improving towards the goal of "excellence" in local government.

MISSION STATEMENT: To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper.

Candidates are encouraged to visit the City's website at <http://www.tulare.ca.gov> for a broader understanding of the City's organization and our community.

■ THE DEPARTMENT

Our Finance Department is responsible for the City's fiscal operations including planning, directing, monitoring, and improving the City's financial resources including contract administration for the City's transit services, preparation of the budget and audit report, and treasury functions, the accounting division, utility billing, purchasing, payroll, and costs for property tax collection, non-profit support, and general revenue and expenditures.

Its mission is to provide quality, excellent service, ensuring the financial integrity of the City while providing efficient, courteous service.

■ THE POSITION

The Chief Financial Officer (CFO) will plan, direct, manage, and oversee the activities and operations of the Finance Department including cash management and investments, data processing, utility billing, collection, and grant reporting and compliance. Additionally, this position coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to City management staff; and serves as City Treasurer. Successful performance requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies.

The CFO manages a staff of 12 and will plan and will further develop the efficient and technological business processes and transform internal policies and procedures to create a better customer experience. This position requires someone who is fiscally prudent, politically astute, a creative problem solver and enjoys interacting and building positive working relationships with employees, department directors, elected officials, residents, and diverse stakeholders. This is an exciting time to join the City of Tulare, and this position is ideal for individuals that possess a passion for public service, and for entrepreneurs from within who recognize this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

Priorities and Opportunities

- Understands economic development to provide financial guidance and support in this time of pro-growth.
- With major labor negotiations completed, participate in a salary survey process and recommendations for general staff and address funding opportunities and challenges.
- Provide financial guidance and expertise for CIP programs, as well as the funding needs for five master plans.
- Participate in the next phase of the ERP (Eden) systems upgrades.

■ THE IDEAL CANDIDATE

The ideal candidate for this position is a strong visionary and collaborative leader with a proactive approach to public sector finance and accounting services. The Chief Financial Officer will be inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. She/He must also be approachable, take a team-oriented approach, inspire accountability as well as transparency; and be able to make difficult decisions based upon thorough research and inclusive team-oriented discussion and feedback. This position will require flexibility, empathy, and a willingness to educate, exchange and encourage new ideas while building a culture of continuous improvement and high performance, and the ability to build consensus while helping to move the City in an exciting new and prosperous direction.

Key Attributes and Characteristics

- A proven track record of mentoring, cross-training, and developing employees, with a solid skill set in succession planning.
- Expertise in municipal finance and budget with the ability to educate and provide options and alternative solutions to bring positive resolutions to challenging issues.
- Demonstrate a collaborative and responsive leadership approach to ensure positive interdepartmental relations while still focusing on the greater good of the community.
- Strong communication and interpersonal with high energy and a positive and inspiring presence.





■ QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field.
- Six (6) years of management or administrative experience in Finance administration and/or City government.
- Three (3) years of management and supervisory experience
- Possession of a Certified Public Accountant license and/or a Certified Public Finance Officer Certification is desirable.

■ COMPENSATION AND BENEFITS

The annual salary for this position is \$137,085.48 - \$166,628.04

The City of Tulare offers a competitive benefits package that includes:

- **Retirement:** In accordance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City of Tulare will offer the following retirement benefit (2.0% @ 62) to new PERS members beginning January 1, 2013 with three (3) year's final compensation. Existing miscellaneous PERS members, with no break in service, will receive 2.5% @ 55 formula with single highest year.
- **Insurance Benefits:** Health Insurance - City pays a portion of the employee and dependent coverage costs of group medical, dental and vision insurance. An opt-out plan is also available
- **Life Insurance** – based on annual salary. Short and Long-Term Disability Insurance.

Leave/Holidays:

- **Management Leave:** Eighty-eight (88) Hours per year (prorated based on date of hire).
- **Sick Leave:** Twelve (12) days per year (earned on a pay period by pay period basis)

- **Vacation Leave:** Ten (10) days per year. Additional days based on service years. (Buy-back option available)
- **Holidays:** Twelve (12) holidays observed annually.

Additional Leave: Employees receive one (1) day for birthday credit and two (2) floating holidays.

Other Allowances: Auto Allowance: \$400 per month; Cell Phone/Data Plan Reimbursement: \$100 per month.

Optional Benefits: Additional Life Insurance, Voluntary Deferred Compensation Program (457 Plans), Flexible Benefit Program (IRS Section 125 Plan)

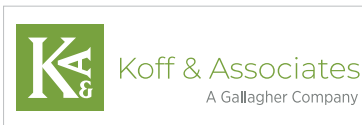
■ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, December 4, 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/tulare-cfo/>

Resumes should reflect years and months of positions held.



Frank Rojas
(510) 495-0448

frank_rojas@ajg.com

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.

An Emerging Renaissance

Invitation to Apply, Tulare CA

The city of Tulare is embarking on an ambitious plan to focus its energies and financial resources on economic development and downtown revitalization which will transform the community and provide a return on investment to both the city and its citizens. If our emerging renaissance sounds intriguing and you desire to be part of a politically and financially stable organization; and want to work in an exciting, ethical, and outcome-oriented environment; then you will want to consider this career opportunity and invitation to apply.

Approximately half of the city's \$18 million in ARPA funds will be invested in projects and initiatives that will attract new private sector investment and job creation to the downtown and throughout the city. The investment will result in additional property and sales tax revenue which will be used by the city to bolster operations ensuring positive levels of service for tax and rate payers. The additional dollars may then be used in the future by City Council to address other long-standing community needs.

Some of the approved downtown revitalization projects include; reinventing Zumwalt Park to include an amphitheater and splash pad which will serve as downtown's primary entertainment venue. The city is also providing building improvement grants to help businesses relocate and expand in downtown. The city is working with the Tulare Chamber of Commerce to create a business incubator at the former courthouse which will bring new start-up companies into the downtown that can then later expand into the community. And finally, the city is working with partner organizations to develop a homeless shelter to manage the homeless issue in an effective and humane manner.

As part of our master plan, the city is also working with Caltrans to construct a new Hwy 99 interchange at the International Agri-Center which will serve as the city's eighth interchange. This coincides with the Agri-Centers master planned expansion incorporating increased equine and convention related uses. The expansion will open up thousands of acres of land for the possibility of new development and job creation for the community. The city will be actively engaged in leveraging the new interchange and utilizing its land use tools to attract new industries further establishing Tulare as the center of agricultural innovation.

If you are a subject matter expert in municipal finance and budget, value integrity, honesty, and transparency, are a leader, flexible and collaborative, are a good listener and will invest yourself in working closely with the management team and finance department staff, then you may be a good fit to be considered for Tulare's next Chief Financial Officer.

I hope you will consider this opportunity to do important work knowing you will be appreciated and have the tools and space necessary to do so!

Sincerely,

Marc Mondell

Marc Mondell, City Manager
ICMA CM, AICP

