



The City of Palmdale
is looking for its

FINANCE MANAGER

MINIMUM QUALIFICATIONS

THE POSITION

FINANCE MANAGER

ARE YOU READY TO LEAVE YOUR MARK?

The City is seeking an experienced and dynamic Finance Manager to take charge of crucial City programs and projects. This role offers the opportunity to shape the future by managing transformative initiatives, driving innovative solutions and collaborating with diverse teams. If you have a passion for leadership and a proven track record in strategic planning, project management and team development, this is your chance to make an impact.

DISTINGUISHING CHARACTERISTICS:

Manager II: As a mid-level manager, you'll handle a wide range of tasks, from routine to highly complex. Working within established policies, you'll apply advanced knowledge and professional experience to manage projects and make key decisions independently, with minimal oversight.

Senior Manager: As a senior-level manager, you'll supervise and guide staff while managing priorities, ensuring quality and handling the most technical and complex tasks. You'll also play a key role in setting goals, maintaining standards and driving the success of your department or division.

WHY PALMDALE?

Located in the beautiful Antelope Valley, Palmdale is known for its unique blend of natural beauty and the prominence of the aerospace industry. The City thrives on its forward-thinking and innovative ethos, driving progress across various sectors. Its family-friendly atmosphere is evidenced by numerous parks, recreational facilities and activities.

From community festivals to educational programs, Palmdale offers a supportive environment where families can thrive and public safety is a top priority. With its growing population and economic development, Palmdale is a dynamic hub in Los Angeles County!



KNOWLEDGE OF:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned functional area.
- Contract management practices in a public agency setting.
- Applicable federal, state and local laws, codes and regulations.
- General principles of risk management related to the functions of the assigned area.
- Record-keeping principles and procedures.
- Modern office practices, methods and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary and punctuation rules.
- Techniques for effectively representing the City in contact with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

ABILITY TO:

- Recommend and implement goals, objectives and practices for providing effective and efficient services.
- Plan, organize, assign, review and evaluate staff work and train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Interpret, apply, explain and ensure compliance with federal, state, and local policies, procedures, laws and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations.
- Direct the establishment and maintenance of a variety of filing, record-keeping and tracking systems.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities and meet critical deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively communicate in person, over the telephone and in writing in English; make effective presentations before the public, commissions and City Council.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Maintain confidentiality of sensitive information.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Provide quality customer service.



ESSENTIAL RESPONSIBILITIES

Essential, or otherwise important responsibilities and duties may include, but are not limited to, the following:

- Manage and direct the fiscal management of the City, including revenue forecasting, collection and disbursement of funds, accounting, financial reporting, auditing and investment of funds.
- Plan, direct and coordinate the administration of the City's finance, accounting and budgeting services; recommend internal control policies and implement procedures to conduct activities; ensure that activities are conducted in accordance with related laws, ordinances, rules and regulations; develop comprehensive plans to satisfy future needs for departmental services.
- Assist the director and city manager in preparation of the operating and capital improvement budgets for the City; estimate anticipated revenues; assist in reviewing proposed budget allocations; conduct complex fiscal analysis and prepare related reports.
- Prepare and supervise the preparation of reports to the state controller, county auditor controller and other federal, state or county agencies.
- Manage the investments of the City; purchase securities and invest City funds at the direction of the City Treasurer; prepare all documents necessary to transfer funds and document all transactions; manage the preparation of monthly reports for City Council.
- Review posting, balancing and reconciling of accounting transactions to ensure conformance with generally accepted accounting principles and standards.
- Manage and participate in the City's annual financial audit; work with the City's independent auditor; assume responsibility for the development of the Annual Comprehensive Financial Report (ACFR).
- Prepare, present and be knowledgeable about City Council agenda items on financial matters and attend City Council meetings.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of improvements.
- Establish, maintain, and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Provide financial data and analysis of economic proposals to the City's bargaining team.
- Perform related duties as assigned.

WORKING CONDITIONS

PHYSICAL DEMANDS:

- **Mobility:** frequent use of keyboard; frequent sitting for long periods of time; occasional climbing, bending and squatting.
- **Lifting:** frequently up to 10 pounds; occasionally up to 40 pounds.
- **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- **Dexterity:** frequent repetitive motion; frequent writing, grasping, holding and reaching.

WORK ENVIRONMENT:

Work is performed in a typical temperature-controlled office environment, subject to typical office noise.

The position may require work during irregular business hours and travel on an occasional basis.

EXPERIENCE, TRAINING, LICENSES AND CERTIFICATES

Qualifying combinations of education and experience that provide the necessary knowledge and abilities include:

Education: A Bachelor's degree from an accredited college or university with major coursework in a related field.

Experience: Five years of increasingly responsible municipal finance and accounting experience, including two years of experience in a supervisory or management capacity in a governmental agency.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license and legally required vehicle insurance.

HERE'S WHAT WE CAN DO FOR YOU

SALARY & BENEFITS

Manager II — \$10,714 to \$11,821 monthly
Manager Sr. — \$11,821 to \$13,033 monthly

- **VACATION, HOLIDAYS, AND LEAVE**

The City provides 15 paid holidays per year and 80 hours of vacation (years one through four) with a maximum accrual of 240 hours. Administrative employees accrue 80 hours of administrative leave per year with a maximum accrual of 240 hours.

- **SICK LEAVE**

Employees accrue 96 hours per year with a maximum of 800 hours.

- **WELLNESS PROGRAM**

Employees will be reimbursed up to \$500 per fiscal year for qualified wellness expenses.

- **BILINGUAL STIPEND**

Qualified employees will receive \$100 per month in bilingual pay.

WORK HOURS

Monday–Thursday, 7:30 a.m.-6 p.m. • Closed on Friday

- **RETIREMENT**

The City is a member of the California Public Employees' Retirement System (CalPERS). Full-time employees will be enrolled in either the New Member or Classic plan, as defined by CalPERS. Employees pay the full employee portion as determined by CalPERS, whether under the New Member or Classic plan.

- **DEFERRED COMPENSATION**

The City participates in the Mission Square Deferred Compensation Plan, which enables full-time employees to contribute on a tax-deferred basis. The City will match up to \$100 per month in contributions.

APPLICATION AND RECRUITMENT PROCESS

Recruitment 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) at www.KoffAssociates.com/Palmdale-Finance-Mgr. Resumes should reflect years and months of positions held, as well as size of past organization(s).

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, who will report 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.

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