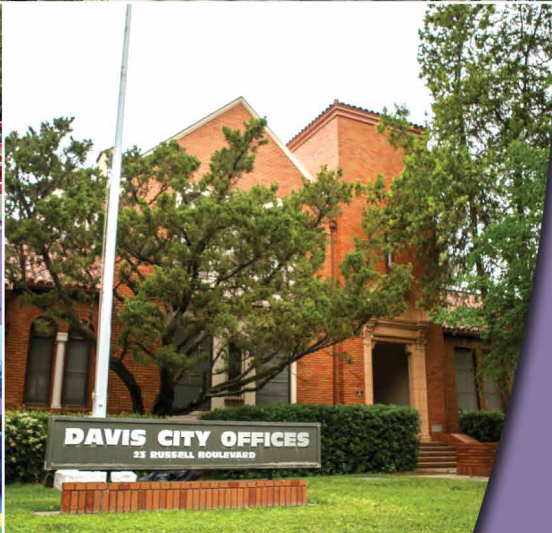
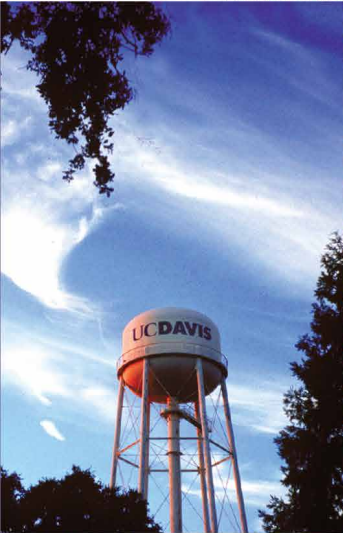


CITY OF DAVIS, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

FINANCE DIRECTOR



THE COMMUNITY

Located in Yolo County, twenty minutes from the state capitol and set between the coastal range to the west and towering Sierra Nevada Mountains to the east, the City of Davis (population nearly 69,000) is a classic college town known for its desirable quality of life, excellent K-12 schools, a small-town atmosphere, and an emphasis on parks and open spaces.

The City is home to the University of California, Davis (UCD)—one of the country's premier public research universities, ranked first in the world for Veterinary Medicine and first nationally in Agriculture. With a combined undergraduate and graduate student population of more than 39,000, UCD ranks third largest in enrollment amongst the 10 campuses in the UC system. Founded in 1905, the University prizes academic excellence, the environment, sustainability, and innovative thinking.

Regarded as an environmentally aware and socially innovative community, Davis enjoys 37 parks and over 470 acres of improved developed landscape, with more than 100 miles of bicycle paths and lanes and more bicycles per capita than any other city in the nation. The City's active citizenry participates in local, national, and international political causes. Transparency in public service is highly regarded by the community and the City.

Residents and visitors will find there is no shortage of opportunities for year-round leisure and recreational activities in Davis. The City is home to the Davis Farmers Market, a unique shopper's experience held on Wednesdays and Saturdays in Central Park. The Davis Farmers Market blends the traditional fresh fruits and vegetables sold by local farmers, with gourmet food, live entertainment, specialty products, and arts and crafts. Annual celebrations include the City of Davis Fourth of July celebration in Community Park, Davis Neighbor's Night Out—a block party to celebrate the community and give neighborhoods the opportunity to increase familiarity and communication among neighbors, and Picnic Day—a family friendly event held by the University of California, Davis (UCD) that highlights the richness of diversity and achievement of UCD and the surrounding community in all areas of research, teaching, service, and campus life. Davis also offers a myriad of cultural and entertainment attractions. The City is touted as a regional center for artists of many media and features a community-built Art Center, more than two dozen private and public galleries, and other displays of publicly owned art, many of which include the work of local artists.

As a university town, Davis has the advantages of a small town, coupled with the numerous intellectual, recreational, and cultural activities serving a wide variety of interests.

THE ORGANIZATION

Incorporated in 1917, the City of Davis operates under the Council-Manager form of government with a five-member Council and has recently transitioned to district elections. As a "general-purpose" city, Davis provides essential frontline municipal services through the collective efforts of 352 full-time equivalent employees. The City's approved 2019-2020 All Funds budget is \$238,866,404, with a General Fund operating budget of \$68,166,087.

The City's projected General Fund Reserve balance for Fiscal Year 2019/20 is \$10.7 million. The City Council adopted its first two-year budget in June of 2019.

The City Manager serves as the administrative head of the city government overseeing the departments

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of Fire, Police, Parks and Community Services, Administrative Services, Community Development and Sustainability, Utilities/Operations, and Engineering/Transportation. As a municipal corporation, Davis operates under the general laws of the State of California and endeavors to create a livable community with a high quality of life through land-use policies and service provisions that balance the need for housing, jobs, open space, and essential services.

THE FINANCE DIVISION

As the "Custodian of Public Funds," the Finance Division, housed in the Administrative Services Department, is responsible for managing and safeguarding public financial resources. It strives to provide prompt and courteous service to customers. The Director is responsible for 14 FTE staff, who handle a variety of fiscal matters for the city.

THE POSITION

Under direction of the City Manager, the Finance Director plans, organizes, manages and directs the activities and operations of the Finance Division, including financial planning, cash and asset management, debt management, revenue administration and collection, purchasing, accounts payable; to serve as Treasurer; to provide highly responsible and complex administrative support to the City Manager; and may be assigned responsibility for other divisions such as Information Technology.

The responsibilities and essential functions of the Finance Director may include, but are not limited to, the following:

- Provides budgeting and financial planning leadership to advise the City Manager and the City Council.
- Plans, organizes and directs the activities of the Finance Division including the areas of revenue, accounts payable, budgeting and financial planning, fiscal analysis and (as assigned) information technology.
- Develops and implements departmental goals, objectives, policies and priorities.
- Serves as chief fiscal officer of the city finances and the city Treasurer.
- Supervises and manages the approved city budget.
- Advises and consults with the City Manager



regarding the preparation of revenue and expenditure estimates.

- Serves as staff to relevant boards and commissions as assigned. The Director is the primary staff liaison to the City's Finance and Budget Commission, a Council-appointed citizen commission that reviews spending and looks for ways to increase revenues and/or reduce costs.
- Negotiates, prepares and administers contracts and agreements.
- Performs comprehensive administrative analysis on short and long-term financial scenarios, as assigned.
- Prepares and presents financial and administrative reports and analysis to the City Manager, the City Council, other public agencies, and relevant advisory bodies.
- Oversees and administers the City's fiscal model for development proposals and assist in the development and review of economic/fiscal analyses of development proposals.
- Oversees the city's investment portfolio, including working with outside investment consultants, and advises on investment strategies.
- Develops and implements goals, objectives, policies and priorities to enhance the city's development impact fees study and other fee studies.
- Leads the annual operating, capital and debt service budget preparation and administration process.
- Selects, supervises, trains and evaluates personnel.
- Oversees outside audit process.
- Responds to a variety of technical inquiries relating to the city's financial activities.
- Provides leadership in formulating short and long-range financial policies and activities.
- Implements a citywide master fee schedule.
- Develops new revenue opportunities and cost recovery programs.
- Coordinates the preparation of financial statements and reports; review and finalize account analysis performed by other staff.
- Performs professional accounting work.
- Plans, organizes, directs and participates in various aspects of the financial services responsibilities, including but not limited to, investments, payroll preparation, daily cashing, utilities service billing and collections, business licenses and central records activities.
- Plans, conducts, and coordinates special studies and projects as assigned.
- Represents the department to outside agencies and organizations.
- Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Participates as part of the Economic Development team to identify and implement tools consistent with the City's economic development strategy.



THE IDEAL CANDIDATE

The City of Davis is seeking a highly experienced, tech-savvy candidate for this position who has the strength of character and depth of knowledge to inspire and lead the Finance Division talented, dedicated staff. The Finance Director must have the technical and analytical skills to ensure the City's continuing financial stability and the management ability to ensure the continued effectiveness of Finance staff. The chosen candidate will exhibit the ability to tactfully and diplomatically address issues and challenges, providing citywide leadership by example in tackling difficult or controversial matters head-on and encouraging open discussion that is respectful of others' roles, responsibilities, and points of view. The City is in the beginning phases of transitioning to a new enterprise resource planning system beginning with Finance and Human Resources. Candidates ideally should possess an innovative mindset and ability to critically evaluate existing systems for potential improvements.

The ideal candidate will demonstrate exceptional interpersonal skills and a commitment to developing strong, positive working relationships not only with the City manager but with Finance staff, and entirety of the management team. A candidate who exhibits patience, transparency, and a commitment to teamwork will be valued, as will one who is able to work both collaboratively and assertively. Candidates must exhibit excellent communication and presentation skills, as well as political acumen.

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Candidates for this position will be expected to have knowledge of the principles and methods of public finance administration, particularly in the areas of financial planning, forecasting, budgeting, auditing, accounting, and investing; modern accounting principles, practices and methods including program budgeting and auditing, and their application to municipal operations; laws regulating the financial administration of government; general principles and practices of data processing and its applicability to accounting and municipal operations; ordinances, resolutions and laws affecting municipal financial

operations; principles and practices of public administration including budgeting, personnel and administrative practices; principles and practices of leadership, motivation, team building and conflict resolution, and principles and practices of supervision, training and performance evaluation. Experience with California governmental finance is desirable.

Qualified candidates must possess equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, public administration or a related field; a master's degree in accounting, business, finance, or public administration is preferred; six (6) years of increasingly responsible experience in municipal government, including four (4) years of administrative and management responsibility, and must possess and maintain a valid California C driver's license and a satisfactory driving record.

THE COMPENSATION

The annual salary range for the incoming Finance Director is \$129,189.36 - \$157,030.56; placement within this range is dependent upon qualifications. The City also offers an attractive benefits package including:

Retirement – Eligible date of hire. The city contracts with the Public Employees Retirement System (PERS) 2.5 % @ 55 retirement formula for current miscellaneous PERS members without a break in service. New miscellaneous employees who are brought into CalPERS membership for the first time on or after January 1, 2013, and who have no prior membership in any other California public retirement system, fall under the new defined benefit formula of 2 % @ 62 for miscellaneous members.

Survivor Benefit – The city contracts with the Public Employees Retirement System for the 1959 Survivor Benefit Level Four (4).

Medicare – Date of hire, all employees contribute 1.45% of gross salary to Medicare per federal regulations. The city does not participate in Social Security.

Long Term Disability – City paid.

457 Deferred Compensation – Multiple plans available.

125 Cafeteria Plan – City provides a comprehensive benefit plan.

Longevity – Eligible for longevity pay based on years of continuous employment with the City as follows:

- 10 years 2.5% of base salary
- 20 years 2.5% of base salary
- Each longevity pay increase shall be built off base salary to a maximum of 5%.

Vacation – New employees accrue 15 days of vacation per year. Vacation accrual schedule up to a max of 28 days after 16 years of employment.

Management Leave – Management employees accrue 10 days management leave each calendar year.

Sick Leave – Eligible for use after one month of employment. Sick leave accrues at 12 days per year.

Holidays – Employees receive 12 holidays plus 2 and 1/2 floating holidays.



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
January 2, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Davis. Candidates will be advised of the status of the recruitment following selection of the Finance Director.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

