

CITY OF SEASIDE, CA
FINANCE DIRECTOR

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THE COMMUNITY

The City of Seaside is an ocean-side community that overlooks the beautiful Monterey Bay on the Central Coast of California, approximately 115 miles south of San Francisco.

Founded in 1887 and incorporated in 1954, this vibrant City continues to grow while holding on to the rich values upon which it was established. Young families and retirees are drawn to the community, providing a healthy residential mix of individuals and a solid sense of community.

Seaside's perfect year-round weather allows residents and visitors to enjoy everything the region has to offer, including the 36-hole championship Bayonet & Blackhorse Golf Course and a variety of outdoor activities such as biking, hiking, kayaking, paddle-boarding, surfing, whale watching and wind-surfing.

California State University of Monterey and The Monterey College of Law are located in the City of Seaside, providing students of all ages with a scenic environment to pursue their educational goals. These institutions are part of a world-class educational community on the Monterey Peninsula that includes: the Naval Postgraduate School, the Defense Language Institute, the Middlebury Institute of International Studies, Golden Gate University, and the Monterey Peninsula Community College. A variety of cultural and community events are held in the City of Seaside such as, the Seaside Blues in the Park, the Concorso Italiano, the Concours d'Lemons, 4th of July Fireworks show, a farmers' market, and many other City sponsored events. From wine tasting to whale watching, sports to shopping, or leisure to luxury, Seaside offers a quality of life that makes this beach-side community an excellent place to relax, work, live, and play.

THE ORGANIZATION

Seaside is a General Law City with a Council/Manager form of government. The five- member City Council is a legislative and policy making body that is elected on a nonpartisan basis to represent the residents of Seaside. The City Manager serves as the City's chief executive officer and appoints the Department Directors. The City employs over 200 employees and has a general fund budget of \$32.1 million for FY 18-19.

The City is a full-service municipality with Fire; Police; and utilities, serving over 35,000 residents within a 10 square mile City limit. Seaside employs approximately 230 staff in 10 departments that are focused on delivering key services to businesses, residents and visitors to ensure Seaside remains a fiscally stable, economically vibrant, safe, clean and desirable community.



THE FINANCE DEPARTMENT

The mission of the Finance Department is to manage and safeguard City resources, provide information and assist all customers in a knowledgeable, competent and courteous manner. The Department is responsible to account for all the revenues and expenditures of the City. In addition to utility billing, the Department administers business licenses, processes purchase orders, oversees the City's investment portfolio, payroll, accounts payable and receivable services. The Finance Department recently upgraded the financial system software to Incode 10. Additionally, the Department coordinates the preparation of the City's annual budget and oversees the preparation of the Comprehensive Annual Financial Report (CAFR). The Finance Director supervises a staff of six that includes an Assistant Finance Director, Accountant, Payroll Technician, Account Technician, the Information Technology Manager and Information Technician.

THE RESPONSIBILITIES OF THE FINANCE DIRECTOR

The Finance Director has full management responsibility for all services, activities, and programs of the Finance Department and oversees the City's Information Technology Division. Responsibilities include preparing reports, making public presentations and serving on various internal and external committees, boards, and task forces. This vital position analyzes the City's financial position and makes recommendations to the City Manager and City Council. This position coordinates the development of the City's operating and capital improvement budgets and oversees the administration of both budgets. The Finance Director monitors and evaluates legislation, potential legal actions, and other developments related to public financial management.

THE IDEAL CANDIDATE

The City of Seaside is seeking a Finance Director who has a can-do attitude, a proven track record in all facets of California municipal finance with the ability to "see the big picture". The ideal candidate will be approachable, responsive, resilient, energetic, engaging and action oriented. The incumbent will also be a strategic, performance-based leader who demonstrates confidence balanced with humility and empathy for others. The Finance Director will support an organizational culture that embraces diversity and fosters creativity, will know how to empower and motivate others, and recognizes the importance of building and maintaining relationships.

COMPENSATION AND BENEFITS

The City of Seaside offers an excellent benefits package including:

- Annual salary \$158,495 (Under Review)
- Relocation Reimbursement Program: City provides up to \$15,000 in housing / moving expense reimbursements to live in the City of Seaside. For details, please review policy
- Flexible Schedule
- Vacation/Holidays/Administrative Leave: 10 days/year paid vacation upon employment; 12/year paid holidays; 40 hours/year of management leave (cash out option available) [Executive Benefits](#)
- Sick Leave: 8 hours per month
- Retirement: CalPERS Retirement Plan – New members 2% @ 62 as defined under PEPPRA; Classic Members 2% @ 55. Employees defined as “Classic” member will pay a 7% contribution to PERS (The City of Seaside does not participate in Social Security)
- Deferred Compensation: City contributes to the ICMA – RC 457 Plan up to \$2,000/year for each Director who makes a matching contribution
- Medical Insurance: City pays \$721/month towards a selection of plan
- Dental and Vision Insurance: City makes generous contributions toward the premiums for employee and dependents
- Long Term Disability: City-paid long term disability coverage
- Life Insurance: City-paid term life insurance in the amount of two times the annual salary
- Wellness Program: City pays up to \$45 per month toward employee's membership at a health club. Directors and their families will have the use of City recreation facilities at no cost

In addition, the City places a strong emphasis on training and will support the Finance Director's attendance at the Harvard Kennedy School Senior Executives in State and Local Government class.



QUALIFICATIONS

- Graduation from an accredited four-year college or university with major coursework in accounting, finance, public administration, or a related field, and at least seven (7) years of increasingly responsible experience, including supervisory experience, preferably in municipal administration or in a finance office and at least four (4) years of government finance experience.
- Experience working for a California public entity is strongly preferred although all highly qualified candidates are encouraged to submit career history and credentials for consideration.
- A Master's degree is highly desirable.
- CPA license is highly desirable.

TO BE CONSIDERED

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the first review of submissions beginning following the application deadline of **September 15, 2018**. Electronic submittals are strongly

preferred to Public Sector Search & Consulting, Inc. at apply@publicsectorsearch.com and should include the following:

- A compelling Cover Letter
- Comprehensive Resume
- Completed City Application [Click here to complete](#)
- Five professional references and
- Copies of all required licenses and certificates

Public Sector Search & Consulting, Inc. will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview tentatively scheduled for in late September 2018. It is anticipated that the newly selected Finance Director will join the City of Seaside by October 2018 or on a mutually agreeable date. Confidential inquiries should be directed to:

Public Sector Search & Consulting, Inc.

- Gary Peterson, Search Consultant
- gary@publicsectorsearch.com
- Mobile (916) 622-5323
- Office: 916.789-9990



EQUAL OPPORTUNITY

The City of Seaside does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, physical or mental disability, or any other protected classification in its employment actions, decisions, policies or practices.