

Compensation and Benefits

The salary range for the Finance Director position is \$121,296 - \$147,444 per year; placement in the range is dependent upon qualifications. There may also be the potential for a 5% salary premium if the position is assigned oversight for internal services functions. The City also offers a comprehensive and competitive benefit package, including:

- ◆ Vacation: Three weeks accrual per year (increases with longevity).
- ◆ Holidays: 12 holidays annually, and two personal leave days.
- ◆ Sick Leave: 8 hours per month; annual cash-out option available.
- ◆ Insurance: Dental and vision fully paid; Choice of two medical plans, rate partially paid by the City.
- ◆ PERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60 with 4% of the employee rate paid by the City and reported as special compensation. Single highest year is used for final compensation calculation, as well as credit for unused sick leave. New members to CalPERS are subject to PEPPRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.2%) contribution.
- ◆ Life Insurance: \$100,000. Term life insurance with AD & D coverage paid by the City.
- ◆ Deferred Comp: 4% City contribution into a 401 or 457 account.
- ◆ Administrative Leave: 128 hours of leave annually. Cash conversion of up to half of unused leave paid each year.
- ◆ Longevity Pay after five years.

For more information on the City of Benicia, please visit the City's website at www.ci.benicia.ca.us.

The City of Benicia is an Equal Opportunity Employer

The Process

To apply for this exceptional career opportunity, please submit a cover letter of interest, your resume with current salary and a list of five work-related references (who will not be contacted until mutual interest is established and you have approved the contact) to:

Bill Avery or Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408.399.4423
E-mail: jobs@averyassoc.net



The final filing date for this recruitment is June 13, 2014.

Avery Associates will contact those candidates who present qualifications that most closely match the requirements of the position within two weeks of the recruitment close date. Final interviews with the City are anticipated during the early to mid-July timeframe. A completed City of Benicia application form, a comprehensive background check and a pre-placement medical exam will be required prior to appointment.

If you have any questions regarding this position, please feel free to contact Bill Avery or Paul Kimura at 408.399.4424.



The City of Benicia



*invites your interest
for the position of*

**Finance
Director**

The Community of Benicia

Benicia, a San Francisco Bay waterfront city of 29,000, is known for its small town charm and quality of life and is home to numerous award winning restaurants, schools and parks. The City of Benicia is nestled on the east bay shoreline in southeast Solano County. The City encompasses 14 square miles and is located 35 miles northeast of San Francisco, and 57 miles southwest of Sacramento.

Benicia has a rich history in California. Founded in 1847 and the third California city to incorporate, Benicia served as the third State Capitol in 1853 and 1854. The City has more than 40 fully restored historic sites, including the Benicia Capitol State Historic Park, Benicia Arsenal, the original site of Mills College, the first Protestant Church and Masonic Temple in California.

Recreation is a big part of the Benicia lifestyle. The area features uninterrupted miles of public shoreline, a marina and boat launches for fishing and sailing and the Benicia State Recreation Area. The City has a beautiful 50-acre multi-use community park and oversees an additional 156 acres of city parks. Benicia is the home to many internationally known artists and acclaimed glass and art studios; events and activities are held in Benicia throughout the year, which are enjoyed by residents and visitors, individuals and families. Benicia also has Northern California's largest port-oriented industrial park, an expanding business park, and serves as a primary Bay Area center for auto imports.

The City of Benicia is a community with a high level of pride and concern for preserving the quality of life. Citizens enjoy low crime, good schools, affordable housing, culture and a wide range of recreational opportunities.

City Government

Benicia is a General Law City and operates under the Council-Manager form of municipal government. The Mayor is directly elected, as are the four Council Members, City Clerk, and City Treasurer, to four-year terms. The City Council appoints the City Manager and City Attorney. The City operates on a two year budget cycle with a General Fund of approximately \$30 million and an all funds budget of almost \$59 million. Approximately 200 full-time employees serve in the city departments of Administration, Police, Fire, Finance, Public Works, Community Development, Library, and Parks & Community Services.

The City's Mission is to provide excellent service. The Vision is to work together to build a sustainable community. The City's Values or Guiding Principles are: integrity, inclusiveness and collaboration, respect, responsiveness, and teamwork.

As is the case with many public agencies in California, Benicia is slowly emerging from the economic recession. Fortunately, as redevelopment has not had a presence in Benicia, the City has been spared the budget upheaval resulting from elimination of RDA's, but the City continues to face a number of challenges in terms of achieving financial sustainability. To that end, the City is currently initiating a comprehensive organizational effort to develop a long-term budget stabilization plan. The new Finance Director will play a key role in the development and implementation of that plan.



The Position and Ideal Candidate

The Finance Director will oversee the activities and operations of the City's Finance Department, including budget, treasury, accounting, collections, utility billing, and purchasing. As a key member of the City's senior management team, the new Finance Director will bring exceptional leadership, proactive management and excellent communication skills to the organization. He/she is expected to bring a fresh new perspective and a new "set of eyes" in optimizing departmental operations. As part of this effort, organizational development will be a key focus in this assignment. The Finance staff is enthusiastic and dedicated, but will benefit from continued development and mentorship at all levels within the department.

Another key aspect to this role is the need to effectively work with city staff, City Council, the City's Finance Committee and the community in providing responsive and timely information regarding issues and concerns related to City finances. This highly interactive role requires an excellent customer service approach to both internal and external constituents in addition to excellent oral and written communication skills. The ideal candidate for this high-profile executive position will have: (1) a keen understanding of municipal financing and budgeting in the current economic climate; (2) experience in effectively managing and coordinating the political and financial components of municipal budget creation and administration; (3) a track record of successful communications in working with Councils, Boards, Committees and community groups on issues related to public financing and budgeting; and (4) the ability to develop and implement operating policies and procedures that are consistent with best practices in the field of public accounting and finance. The City has issued an RFP for a new Finance/HR ERP. The new Director will have an active roll in the selection and implementation of the new system.

Creativity and resourcefulness will be important attributes in this role as the continuing theme of efficiency and austerity is expected for the foreseeable future. Adaptability in embracing the unique and participative culture of this community will be essential to this role. Progressive leadership reflected by a track record of results in building accountability for staff, and by creating a positive working environment through the success, growth and development of subordinates will be an absolute requirement in this role. An ability to present complex financial information in an informative, non-technical manner will also be important.

The position requires at least six years of increasingly responsible experience in governmental financial planning and administration, including three years of managerial and supervisory responsibility, coupled with a Bachelor's degree with major coursework in finance, accounting, business, or public administration or a closely related field. Possession of a Master's degree in a related field and CPA are desirable, but not required.

