

## Compensation and Benefits

The annual salary for this position is up to \$159,876. The City of San Leandro offers an attractive compensation and benefits package, which includes:

- ◆ An 7% City-paid contribution for CalPERS (2% @ 55 Plan with average highest salary over 36 months final compensation), except that a portion of the contributions may be employee-paid during the initial three years of employment. Credit toward that is given for prior CalPERS service;
- ◆ A minimum of fifteen days vacation during each of the first five years of employment, increasing to a maximum of twenty-five days per year; sick leave accrues at a rate of twelve days per year;
- ◆ Twelve fixed holidays and one floating holiday in 2012;
- ◆ One-hundred and twenty hours of administrative leave paid per year on a pro-rata basis;
- ◆ Maximum City contribution of \$1,662 per month in 2012 for family coverage in a cafeteria benefits plan which provides a choice of CalPERS medical options, MetLife Dental PPO with buy-up options, and voluntary medical and dependent care flexible spending accounts;
- ◆ Life/AD&D and long-term disability insurance with an option to purchase increased coverage;
- ◆ Voluntary deferred compensation (457 Plan), vision care, and short-term disability insurance are also available;
- ◆ The City participates in both Social Security and Medicare.



## The Process

If you are interested in pursuing this unique and exceptional career opportunity, please forward (email preferred) a letter of interest, your resume, including your current salary, and five work-related references (who will not be contacted until mutual interest is established) to:

Bill Avery or Ann Slate  
Avery Associates  
3 ½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
Fax: 408.399.4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



### Schedule – Key Dates

Close Date	February 24, 2012
Preliminary interviews with Avery	Week of March 5, 2012
Oral Board Interviews	Week of March 19, 2012
Final Interviews	Week of March 26, 2012

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or Ann Slate at 805.459.5132.

# The City of San Leandro

*invites your interest for the  
position of*



## Finance Director

## The Community

San Leandro is located on the eastern shore of the San Francisco Bay, between Oakland and Hayward, and only 23 minutes from downtown San Francisco. A friendly and diverse city of 85,000 residents, San Leandro is a community of distinctive residential neighborhoods full of charming and unique older homes on tree-lined streets. In recent years, the construction of new attached and detached single-family homes and townhouses has complemented the older neighborhoods, resulting in a variety of housing choices. For the Bay Area, San Leandro is considered an affordable and high-quality community.

San Leandro residents are proud of both their neighborhoods and their city, which is reflected by their active involvement in the City's numerous neighborhood and homeowner's associations. Collaboration has been key to our success in keeping neighborhoods clean, safe and beautiful.

The City has a well-deserved reputation as an excellent place to live, work and do business. San Leandro's temperate weather also makes it an excellent place for outdoor recreation. With an average temperature of 62 degrees and average rainfall of 19 inches per year, outdoor activity at any one of the many City parks is possible all year round.

Of particular interest is the City's shoreline recreational area, a destination spot that includes two nationally-acclaimed municipal golf courses, with a full-service clubhouse and an all-weather practice facility, a 131-room hotel, two restaurants overlooking the bay, a sheltered sailing lagoon and a marina.

## City Government

Incorporated in 1872, the City of San Leandro, a charter city, operates under a Mayor/Council-Manager form of government. The City Council is made up of members nominated from each of the six districts and elected at large. The Mayor is also nominated and elected at large. The Mayor and Council members may serve for two consecutive terms. The Council appoints the City Manager and City Attorney.

The City places a strong emphasis on community participation in the public policy process. This is reflected in the many advisory boards and commissions that advise the City Council. Among those boards are the Board of Zoning Adjustments, Human Services Commission, Library-Historical Commission, Personnel Relations Board, Planning Commission, Recreation and Parks Commission, Rent Review Board, Senior Commission, and Youth Advisory Commission.

San Leandro takes pride in its deserved reputation of being an energetic and well-managed city. However, like most California cities, it is dealing with fiscal challenges and the resulting staffing reductions. With a total budget of \$120.8M, including a general fund budget of \$71.8M and a workforce of 409 full-time equivalent employees, the City provides the full range of municipal services and is organized into eight departments: City Manager, Community Development, Engineering and Transportation, Finance, Library, Police, Public Works, and Recreation and Human Services. Fire protection is provided by contract with the Alameda County Fire Department. Skilled, motivated and



experienced department heads work together with the newly appointed City Manager to form a dynamic management team.

## The Department

The Finance Department is responsible for safeguarding the City's financial assets and for administering the financial activities of the City and its corporate bodies, including the Redevelopment Agency, Economic Development Agency, Housing Finance Corporation, Public Financing Authority and Parking Authority. The department is organized into three divisions: Administration, Budget and Compliance (including tax, treasury and risk management functions) and Accounting Operations (including purchasing). The 2011-12 fiscal budget for the department is \$2.62M, with a total of 13 full-time employees.

The Finance Director plays a key role in establishing, implementing and maintaining sound financial policies and standards for the City. In leading the finance team, the new director will work closely with the City Council and City management in providing concise and readily-understood financial reports and projections.

Leadership and continuity will be vital to this role. Recent staffing reductions and resulting absorption of tasks and impact on customer service will require fresh thinking and an emphasis on organizational development. Increasing staff capacity through system improvements and strategic planning will be an emphasis for the new director.

## The Ideal Candidate

The new director will be a strong, innovative leader with the proven ability to bring creative management and operational solutions to the organization. Top-flight administration and communication skills, combined with a high level of finance expertise, are essential for this role. In addition, a strong focus on work relationships in interacting with elected officials, the City management team, City employees, and the greater community is of paramount importance. As a department director, there is an expectation of active participation as a member of the executive team, contributing as a problem-solver of Citywide issues.

The successful candidate will have a well-rounded finance background of at least six years of broad and extensive experience in finance activities--preferably municipal finance—and four years at a division management level or higher, including the full range of financial management duties in the areas of financial planning/analysis, purchasing, revenue collection, and budget development. This position requires a BS/BA degree in finance, accounting or a closely-related field. An MBA/MPA is ideal and experience with redevelopment, special district and enterprise funds is highly desirable.

