

Compensation and Benefits

The City of Covina offers an attractive compensation and benefits package. The salary range for this position is \$132,403 to \$180,000 annually, DOQ. The excellent benefits package includes the following:

- ◆ **Retirement** —The City participates in the Public Employees' Retirement System (PERS) under a 2.5% @ 55 formula (for Classic PERS members). New CalPERS members are under a 2% @ 62 retirement formula. The City does not participate in Social Security. Executive Management employees pay 8% to the employee contribution to PERS and 3% towards the employer rate deposited into the employee's retirement account.
- ◆ **Vacation** —108 hours per year of vacation after 1 year of service increasing to 224 hours per year after 20 years of service.
- ◆ **Holidays** —10 fixed and 3 floating paid holidays per year.
- ◆ **Administrative Leave**—72 hours of administrative leave per year.
- ◆ **Sick Leave**—120 hours of sick leave per year.
- ◆ **Health Insurance** —The City contributes \$960 per month for health, dental, and vision plans of the employee's choice. Health insurance is offered through CalPERS with the City making a direct contribution of \$125 per month for covered employees. Contribution may also be used for supplemental life insurance, deferred compensation or taken in cash if proof of other insurance through a spouse is provided.
- ◆ **Education Incentive** —Employees who have earned a job related advanced degree from an accredited college or university, not required for the position, may receive an additional 2% of base salary with the approval of the City Manager and a current satisfactory evaluation.
- ◆ **Life & STD/LTD** —The City provides short-term and long-term disability as well as a \$100,000 life insurance policy. Employees may purchase additional life insurance.
- ◆ **Deferred Compensation** —Deferred Compensations plans are available.
- ◆ **Work Schedule** — City Hall currently operates on a 4/10 work schedule. City Hall is closed on Fridays. Executive Management employees are expected to be on call at all times.

The Process

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

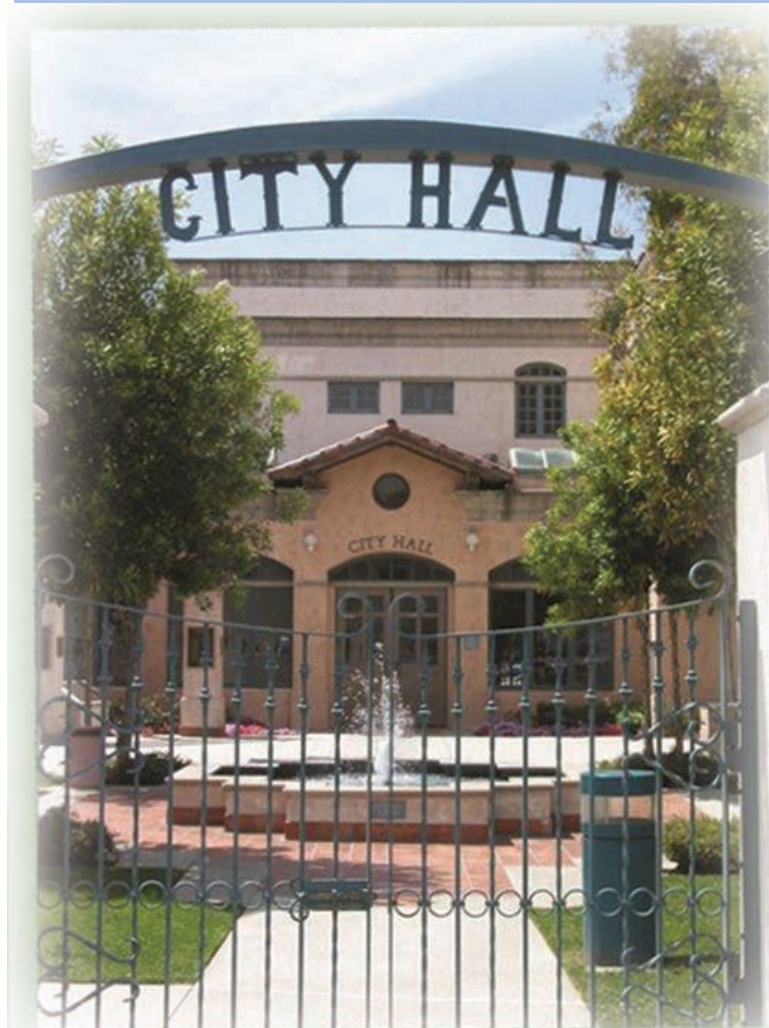
Bill Avery
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

This recruitment will remain open until filled.

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



The City of Covina



*invites your interest
for the position of*

Director of Finance

The City of Covina

Located 25 miles east of Los Angeles, Covina was incorporated as a General Law City in 1901. Covina is home to just under 50,000 people within its 6.8 square miles. Covina is a balanced community with a successful blend of residential, retail, service and light manufacturing uses. In addition to Covina's very high quality kindergarten through twelfth grade public school systems, one will find several nearby public and private four-year colleges including Cal Poly Pomona, Azusa Pacific University, University of La Verne and the Claremont Colleges. City Hall is situated near our downtown Metrolink station, which is located along the San Bernardino to Los Angeles line. Downtown boasts a vibrant mix of uses including shopping, housing, entertainment, well known restaurants and coffee establishments and medical facilities.



City Government

The City of Covina is a full-service city employing 170 full-time employees in eight departments: Police, Public Works, Parks and Recreation, Community Development, Library, Human Resources & Risk Management, Finance and General Administration. Fire protection is provided under contract by the County of Los Angeles. The overall City budget for FY 2015-2016 is \$70,000,000.

Covina operates under the City Manager form of government. There are five Council Members elected to staggered terms and an elected City Treasurer and City Clerk.



The Director of Finance

The Finance Department is responsible for the overall financial operations of the City, the Successor Agency to the Covina Redevelopment Agency (SACRA) and Housing Authority. Services include: Finance Administration, General Accounting and Financial Reporting, Independent Audit, and Information Technology. The City currently contracts for Information Technology services with BreaIT (the City of Brea). BreaIT provides technical support services



and maintains the City's computer accounting system, cellphones as well as other technical equipment. The Director of Finance will oversee a full time staff level of 7 and a department budget of approximately \$680,000.

Working with a highly respected new City Manager, the Director of Finance will be a proven leader who is able to gain the trust and respect of the entire organization. The ideal Director will be proactive and responsive to both individual and organizational needs; capable of balancing "hands-on" management with the ability to delegate and monitor progress while promoting and mentoring staff progress. Transparency and exemplary ethics are a must. Additionally, the City seeks a team builder and team player who can establish relationships among the various internal departments. Lastly, quality customer service is a priority of the City. The Director will exhibit the utmost in customer service skills.



As with all California cities, the City of Covina continues to recover from the losses created by the recession as well as the loss the Covina Redevelopment Agency. The City of Covina is experiencing a slow yet steady economic recovery and is maintaining its efforts to control operating costs.

Qualifications and Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the Director of Finance. A minimum of six years of broad and extensive experience in financial

management, including at least three years in an administrative or supervisory capacity, and a Bachelor's degree in accounting, business administration, finance, public administration, or a related field. Possession of, or the ability to obtain, a valid class C California driver's license. Certification as a Certified Public Accountant (CPA) is desirable.

