

Compensation and Benefits

The annual salary for this position is between \$164,712 and \$200,208 depending on qualifications. The City offers an attractive compensation and benefit package, which includes:

- ◆ **Retirement:** Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.
- ◆ **Health Insurance:** Monthly City contribution of \$1,070 employee only or \$1,195 employee + family towards Medical, Dental and Vision Care Insurance Plans.
- ◆ **Leave:** Vacation beginning at 80 hours after one year; 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year. Up to 20 additional hours of administrative leave may be granted for a total of 100 hours per fiscal year.
- ◆ **Life & Accidental Death and Dismemberment Insurance:** The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.
- ◆ **Car Allowance:** The City provides a car allowance of \$725 per month.
- ◆ **Other:** Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

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The final filing date is: March 15, 2019.

If you have any questions, please contact Bill Avery at 408.399.4424 or bill@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of San Bernardino



*invites your interest
for the position of*

Finance Director

The Community

The City of San Bernardino, with a population of over 213,000, is located approximately 60 miles east of Los Angeles, 120 miles northeast of metropolitan San Diego, and 55 miles northwest of Palm Springs. For more than 100 years, the City of San Bernardino has been a major transportation link between the east and west coasts. With rail, freeway, two nearby International Airports and the Port of Los Angeles within an hour's drive, San Bernardino is the link to national markets, Mexico, and the Pacific Rim.



Providing quality education and programs to San Bernardino's youth is an important priority to City residents. Many schools in the San Bernardino Unified School District have been named California Distinguished Schools. Higher education is represented by the San Bernardino Valley College, Cal State University San Bernardino, a Loma Linda University campus and neighboring University of the Redlands.

San Bernardino has a wide variety of recreational and entertainment attractions. From playing golf at one of San Bernardino's three golf courses, to a 30 to 45 minute drive to mountains, skiing, deserts, beaches, resorts, and world-class cultural and sporting events, a variety of activities for all ages is available to residents and visitors. San Bernardino is home to the Inland Empire 66ers, a Class A-Advanced Minor League team.

The arts and entertainment scene continues to thrive in San Bernardino. There are multiple art, performing art and concert venues in the City as well as many popular events. The City of San Bernardino has a bright future, with new exciting projects, special events and new ways of doing business just over the horizon. San Bernardino is, now more than ever, a city of opportunity.

City Government

San Bernardino operates under a Council-Manager form of government. The Mayor is elected by the voters at large, and each of the seven members of Council is elected by voters within their respective wards. The Mayor and Councilmembers serve four-year terms. The City Manager directs most City Departments, other than those governed by separate boards (Water Department and Library) and the offices of elected officials.

From a budgetary standpoint, the City of San Bernardino continues to make strides having exited bankruptcy. A focus on rebuilding public safety, economic development and improving the quality of life for stakeholders is at the center of the plan to recovery. With a citywide operating budget of \$166M, a General Fund of \$126M, reserves have been reestablished, revenues enhanced and the City continues to move forward fiscally.

The Department

Finance is responsible for the City's financial planning (budgeting); accounting of the City's resources; fair and accurate reporting of the City's financial position; management and control of all of the City's financial activities; and the management of the business registration division. Additionally, the Finance Department provides data and analysis to assist the City Manager, Mayor, and City Council in formulating policies. The Department has a budget of over \$3.7M and 25 FTEs.

Finance administration provides the following support services to City departments: accounting, accounts payable, payroll, purchasing, budgeting, and cash management. Finance also provides backup staff support for the elected City Treasurer.

Business Registration Division issues all business registration certificates, is responsible for enforcing the transient merchant ordinance, personal property sales ordinance, and outdoor display ordinance. This Division issues a variety of permits and manages investigations for dine/dance live entertainment and games of amusement.

The Position and Ideal Candidate

The Finance Director will oversee the activities and operations of the City's Finance Department. As a key member of the City's executive 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 and purchasing 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, 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 a combination of strong technical skills in areas of municipal finance as well as high level experience in the preparation and implementation of municipal budgets as well as a strong political acumen.

Creativity and resourcefulness will be important attributes in this role as the City continues to emerge with continuing strength from bankruptcy. 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 10 years of progressively responsible experience in governmental financial planning and administration, including five 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 CPA is desired, but not required.

