

Compensation and Benefits

The annual salary range for this position is \$157,445.60 to \$220,406.42; placement within this range is dependent upon qualification and experience. The City of Milpitas offers an attractive benefits package, including:

- ◆ Retirement – Membership in CalPERS (2% at 62 (PEPRA) or 2% at 60 (Classic) with three-year average salary).
- ◆ Medical Insurance – Choice of CalPERS Medical Plans. City pays for coverage up to the Kaiser rate (currently \$1997.45/mo. For family).
- ◆ Dental & Vision – City provides full family coverage for dental and vision at no cost to the employee.
- ◆ Life Insurance – City provides \$50,000 term policy.
- ◆ Deferred Compensation – City contributes \$75 per month on the employee's behalf.
- ◆ Vacation – Accrual tier will be based on total years of public service. Employees earn 16-36 days of vacation based on years of service.
- ◆ Administrative Leave – Employees accrue five (5) hours of Management Incentive Paid (MIP) Leave for each full pay period worked.
- ◆ Holidays – Employees receive 12 paid holidays and one (1) floating holiday per year.
- ◆ Sick Leave – Employees earn 12 days annually.
- ◆ Tuition Reimbursement – Employees are eligible to receive up to \$3,000 per fiscal year in tuition reimbursement.
- ◆ Retiree Spousal/Dependent Medical Plan: For permanent employees with 5 years of full time or equivalent service with the City: see details on City Website.
- ◆ The City also offers a flexible benefits plan, employee assistance program, and other voluntary insurance.



The Process

To be considered for this 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 called until after an interview takes place).

Bill Avery or Bill Lopez
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The final filing date for this position is April 19, 2019. Preliminary interviews with Avery Associates are anticipated to take place between April 22-26.

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 Milpitas



*invites your interest
for the position of*

Director of Finance

The Community

Milpitas is one of the fastest growing cities in Silicon Valley and is home to a diverse and growing resident population of 78,106. Located at the southern end of the San Francisco Bay Area, Milpitas features quality schools, public golf courses, high-tech companies and more. The City of Milpitas sees each of the approximate 403 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

In 2018, Milpitas was recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 29% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8th fastest growing city in the United States, and the 2nd fastest growing in California. Milpitas also boasts the 3rd highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in October 2019, the transit hub adjacent to the Great Mall facilitated high density transit oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses. The General Plan update anticipates city-wide growth potential in population, residential units and jobs within a 20-year planning horizon. At full build out, Milpitas could experience growth estimated at approximately 32,000 new jobs, over 13,000 new residential units and over 43,000 new residents.

The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

City Government and the Department

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. These are exciting times for the City of Milpitas. Under a new city administration team the leadership now includes a new City Manager, Julie Edmonds-Mares; Assistant City Manager, Ashwini Kantak and Deputy City Manager, Steve McHarris. A number of new department heads have joined the City as well. Milpitas is a full-service city which includes Police, Fire, and a water utility and sewer utility. The Council makes planning and policy decisions for residents, and oversees the City's \$191 million budget. Issues currently challenging the City include pace of development, housing, and traffic.

The Milpitas Finance Department is responsible for the City's financial planning (budgeting) including the five-year capital improvement program, accounting of the City's resources, fair and accurate reporting of the City's financial position, management and control of all the City's financial activities, and the management of the business registration division. The Department also provides the following support services to City departments: accounting, accounts payable, payroll, purchasing, budgeting, and cash management. Prudent fiscal stewardship, customer service, compliance, strategic planning,



transparency and effective financial reporting are key elements of the Department's mission. The Department is organized into two divisions, Administration and Operations; each provides essential customer services and support to City Departments, the City Council, and the public. The Department has a budget of approximately \$5,168,168 and a staff of approximately 27 FTEs.

The Position and Ideal Candidate

The Director of Finance acts as advisor to the City Manager, City Council and Departments. He/she will report to the City Manager and will be a part of and function through the

Leadership and Support team that makes up one of the four (4) City Service Areas (CSA). This position will oversee all the activities and operations of the City's Finance Department. As a key member of the City's executive management team, the Director will bring exceptional leadership, proactive management and excellent communication skills to the organization. He/she is expected to bring a fresh new perspective in optimizing departmental operations and establishing effective internal controls to enhance transparency and efficiency.

This position will 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. Thus, this role will require an excellent customer service approach to both internal and external customers, in addition to excellent oral and written communication skills.

The City of Milpitas is seeking a strong leader and experienced professional to serve as its new Director of Finance. 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 coupled with strong political acumen.

The ideal candidate will be well-versed in the following: providing support and advice as necessary to the City Manager and department managers; making presentations to the City Council, management staff, various commissions and groups; establishing and maintaining effective working relationships with City officials, employees and the general public; exercising good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customers; effectively using automated information systems, including use of technology. The Director should also have the knowledge of: services and activities of a comprehensive fiscal services program; analysis and evaluation of programs, policies, and operational needs; modern and complex principles and practices of fiscal services program development and administration; principles and techniques of governmental accounting, taxation, auditing, and municipal budgeting (operating and capital); laws, rules, regulations, and ordinances relating to local, state, and federal public finance and administration including those regulating the investment of public funds.

Education and Experience

Education:

A Bachelors' degree in Business/Public Administration or related degree with major coursework in accounting, auditing and finance is required. An advanced degree such as an MBA with an emphasis in finance or accounting is desirable. Possession of a current Certified Public Accountant certificate is preferred.

Experience:

Minimum seven years of experience, with increasing responsibility in financial accounting, budgeting, auditing, investing, and finance administration in a public agency including at least five years of supervising professional and technical staff.