

DIRECTOR OF FINANCE



CITY OF CARSON, CA



THE COMMUNITY

The City of Carson was incorporated in 1968 and is the youngest municipality in the South Bay region of Metropolitan Los Angeles. The City encompasses approximately 20 square miles and has vast City-owned open space ripe with opportunity for growth and new development. With a population of approximately 100,000, Carson has grown from an agricultural and industrial area to a bustling, vibrant, diverse City. With close proximity to major freeways, Long Beach and the Los Angeles airports, the Ports of Long Beach and Los Angeles, and major universities including Cal State Dominguez Hills in the Carson City limits, the community is regionally significant. Carson is a leading destination for locals and travelers alike with attractions like the Goodyear Blimp, the Stub Hub Sports Center which features exciting sporting events, and the new Porsche Driving Experience Center with its own museum and Four-Star restaurant. The Rancho Dominguez Adobe features historical re-enactments for history buffs. The City of Carson is business friendly with the motto of “Future Unlimited”. The community looks forward to its new 46-acre high end fashion mall and other projects which will move Carson to become a first class, 21st century community – a destination where residents can live, work, and play.

THE ORGANIZATION

The City of Carson has a Council-City Manager form of government. Carson has a directly elected Mayor, who serves a four-year term and four Council members, who are elected at large. Council member terms are staggered, with elections every two years.

The City Council appoints a City Manager to serve as the chief administrative officer of the City. The City Manager acts as the chief advisor to the City Council and other agencies; directs and coordinates the City resources and work groups. The City’s resources are administered by the City Manager and have been organized around eight departments: City Manager, Public Works, Finance, Human Resources, Community Development, Community Services, City Clerk and City Treasurer.

The City is served by the Los Angeles County Sheriff and the Los Angeles County Fire Department, however the budget for the fire department is through the Consolidated Fire Protection District and does not impact the City’s budget. Water and sewer services are provided by Los Angeles County – also, not impacting the City’s budget.

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DIRECTOR OF FINANCE



THE POSITION

As an award-winning department (the 2017 Award for Excellence in Financial Reporting), the Director of Finance plans, directs, and oversees a broad range of financial services, including budgeting, contract administration, revenue, accounting, payroll, purchasing and finance. This position exercises independent judgment and discretion in formulating, managing, and controlling administrative, fiscal policies and strategic planning. The department is represented by two Unions and has 38 employees. This is an unclassified, at-will position.

The Director of Finance reports to the City Manager, presents the financials to City Council, interfaces with an elected City Treasurer on revenues and investments, and also leads and manages at least one committee.

SOME ESSENTIAL RESPONSIBILITIES

- Develop and implement programs designed to address primary areas of City service.
- Establish efficient and effective departmental operations, policies and administrative guidelines.
- Research and make recommendations that utilize technology to improve community access and customer service while improving business processes, practices, and communication.
- Lead the charge in promoting a culture of consistency, strong communication, leadership, inclusiveness and mentoring.
- Oversee and control the development of the City-wide budget, including revenue, forecasting, departmental budget reviews, and recommendations to the City Manager.
- Support the City Manager in planning the City's budget and capital improvement programs for the City Council.
- Direct the preparation of financial statements and other reports regarding the City's financial position.
- Administers department contracts for services provided by outside firms according to established guidelines.
- May participate in labor negotiations.



THE IDEAL CANDIDATE

The ideal candidate must be an innovative and creative finance leader. A strategic high energy leader who is consistent and enjoys mentoring a team. Excellent communication and interpersonal skills are required along with the ability to work with other interdepartmental leaders, as well as communicate and present the city's finances to City Council. The successful candidate will play an important role in the development and support of:

- The newly created Carson Community Foundation (CCF). A non-profit benefit corporation with the specific and primary purpose of supporting the City of Carson by providing funding through grants, donations, and corporate support for charitable, cultural, recreational or educational purposes to benefit the community within the present and future boundaries of the City of Carson.
- The Tyler Munis integrated software and technology conversion.
- Proposed major bond issuances with Measure M and R Funds.
- Implementing a number of Community Facilities Districts.
- The Carson Reclamation Authority (CRA), a joint powers authority set up for the City of Carson, has taken title of a 157-acre property with the objective of developing a high-quality retail or mixed-use destination that establishes a regional reputation for quality and luxury.
- Upcoming development impact fees.

The City is interested in solution-oriented candidates who are able to collaborate in implementing process improvements, who are willing to make decisions and drive progress, and who have the natural ability to translate between and synthesize finance concepts, business procedures, and technical processes.

KEY ATTRIBUTES AND CHARACTERISTICS

- An individual with the highest personal and professional integrity
- Must be politically astute, while remaining apolitical
- Highly motivated self-starter who thrives in a fast-paced work environment.
- Team player who builds relationships.
- Ability to articulate ideas with staff at all levels of technical or non-technical backgrounds.
- Strong customer service orientation and experience.
- Desire to dig deep into operations to develop solutions that best meet customer needs.
- Organized and adept at managing multiple complex projects and competing priorities.
- A solid, optimist leader and role model with a positive presence; demonstrate initiative, be action oriented, treat others with respect, be collaborative and approachable.
- A listener.
- A good sense of humor.

QUALIFICATIONS AND REQUIREMENTS

- A Bachelor's degree from an accredited four-year college or university in public administration, business administration, finance, accounting, or related field. A master's degree in a related field is preferred but not required.
- Seven (7) years of full-time senior/executive management experience in finance administration in a government environment.
- Possession of a valid California Class C driver's license is required along with a good driving record.

COMPENSATION AND BENEFITS

The salary range for this position is: \$137,184 - \$175,068 annually DOQ (dependent upon qualifications)

The City also offers a highly competitive benefit package including:

- Retirement: Enrollment in the California Public Employees Retirement System (CalPERS) – 2.0% @ 55 formula for Classic CalPERS members with a 7% employee contribution, or 2.0% @ 62 formula for New CalPERS members hired after 1/1/13 (PEPRA) with a 6.25% employee contribution.
- Other – Employees pay the full Employee Member Contribution on a pre-tax basis; 1959 Survivors Program – level 4.
- Medical – City contracts with CalPERS and offers choice of various HMO's and PPO's; City pays \$1,594 monthly medical allowance toward the premium for employee and eligible dependents. Employees may elect to discontinue or not enroll in the health insurance program upon proof of equal coverage and shall receive 75% of lowest 2-party premium to be deposited into the employee's City sponsored deferred compensation account.
- Dental – Principal Financial, with EPO and PPO providers available. The City pays \$87 monthly premium. Employees may elect to discontinue or not enroll in the insurance program upon proof of equal coverage and shall receive 75% of the dental premium to be deposited into the employee's City sponsored deferred compensation account.
- Vision – Optional vision care (Superior Vision) may be purchased through payroll deduction from wages and/or with monies remaining from the sum provided for health insurance.
- Life Insurance – City pays \$200,000 for basic group term life insurance coverage with evidence of insurability (subject to approval). Additional supplemental life insurance can be purchased.
- Long-Term Care – Employees may purchase through payroll deduction from wages and/or with monies remaining from the sum provided for health insurance.
- Deferred Compensation – VOYA; City match up to \$6,000 per calendar year.

- **Short-Term Disability / Long-Term Disability** – City pays premium; Short-Term Disability – 66.67% of total monthly earnings, maximum weekly benefit of \$1,154, maximum benefit period 13 weeks; Long-Term Disability – 66.67% of total monthly earnings, maximum monthly benefit is \$5,000, maximum benefit period depends on age and disability.
- **Vacation** – Employees accrue 10 hours per month upon appointment.
- **Sick Leave** – 10 hours accrued per month; ½ of balance paid at separation; 1,040 maximum accrual hours.
- **Holiday Leave** – 13 paid holidays per calendar year.
- **Administrative Leave** – 8.33 hours per month; 100 maximum accrual hours.
- **Floating Holiday** – 30 hours accrued each fiscal year.
- **Leave Redemption** – Employee may redeem up to 80 hours of any accumulated leave each fiscal year; sick leave paid at a rate of 1 hour of pay for each 2 hours of sick leave redeemed; all other leave paid at the rate of 1 hour of pay for each hour of leave redeemed.
- **Service Organization Membership** – City pays \$350 per calendar year.
- **Auto Allowance** – City pays \$500 per month (benefit based on employment contract).
- **Professional Development Allowance** – City pays up to \$800 annually within the first quarter of each fiscal year.
- **Social Security Tax** – Exempt

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is Sunday, December 16, 2018. To be considered for this exceptional career opportunity, please submit your cover letter, resume, and six work-related references (will **not** be contacted in the early stages of the recruitment). Resumes should reflect year **and** month of employment, and position held.

Forward to: recruit@hblsearch.com

Halvern Logan



Tel: 562-754-6925

Website: www.hblsearch.com

Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by HBL Search. The City of Carson will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity please contact Halvern Logan.





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