

CITY OF ALAMEDA, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

FINANCE DIRECTOR



THE COMMUNITY

The City of Alameda is a unique island community of approximately 75,000 residents in the San Francisco Bay Area. It is connected to the East Bay mainland by four bridges, an underwater tunnel, and to San Francisco by ferry services, providing easy access to all the cultural activities of San Francisco, Oakland, and Berkeley. Alameda is a city that values its history and enjoys a sophisticated small-town atmosphere, while offering a diverse mix of housing options, neighborhoods, and pedestrian-friendly shopping areas. Charming Victorian homes grace shady, tree-lined streets covering the island's 12.4 square miles. Alameda offers an attractive quality of life with a high median family income, a large number of educational institutions nearby, a wide selection of restaurants and parks, and great weather. According to Sunset Magazine, Alameda is one of the best places to live in the Western United States.

The City is at an exciting juncture, having recently assumed ownership of much of the former Naval Air Station, now called Alameda Point. Encompassing nearly one-third of the City's land area, Alameda Point is considered one of the best remaining large-scale development opportunities in the San Francisco Bay Area. As such, the City is focused on facilitating development, which has the potential of generating thousands of jobs, millions of dollars of tax revenue and over a thousand housing units, which will result in important economic and social benefits to the City and region.

In addition to ensuring high quality development at Alameda Point, the City is also committed to retaining local businesses and attracting quality jobs to the area. Alameda is home to the College of Alameda, part of the Peralta Community College District, and is located in close proximity to the University of California, Berkeley, and California State University, East Bay. The City offers businesses many advantages including affordable clean and renewable energy from Alameda Municipal Power (a Department of the City), proximity to three major international airports, a skilled and educated workforce, a business-oriented local government, and all of the benefits of the Bay Area without the inconveniences of a large metropolitan city.

THE ORGANIZATION

Alameda was incorporated in 1854 and became a charter city in 1916, with a Council-Manager form of government. The five-member Mayor and Council serve staggered, four-year terms. The Council directly hires the City Manager, City Attorney, and City Clerk.



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The City is a full-service organization that provides residents with a broad range of municipal services including police and fire protection; construction and maintenance of streets, sewers, storm drains and other infrastructure; a state-of-the-art library system; and over 200 acres of recreational facilities including multi-use athletic fields, picnic sites, a skate park, swim centers, and a full service senior center. The City owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses, owns and privately manages a golf complex comprised of two 18-hole championship courses and one nine-hole executive course, and provides housing assistance through a local Housing Authority.

The City's total expenditure budgets (excluding transfers) for FY 13-14 and 14-15 are \$163 million and \$164 million respectively, of which 41% and 42% represent the General Fund, the City's main source of unrestricted funds. These budgets fund a total of 500 full-time-equivalent employees for both fiscal years.

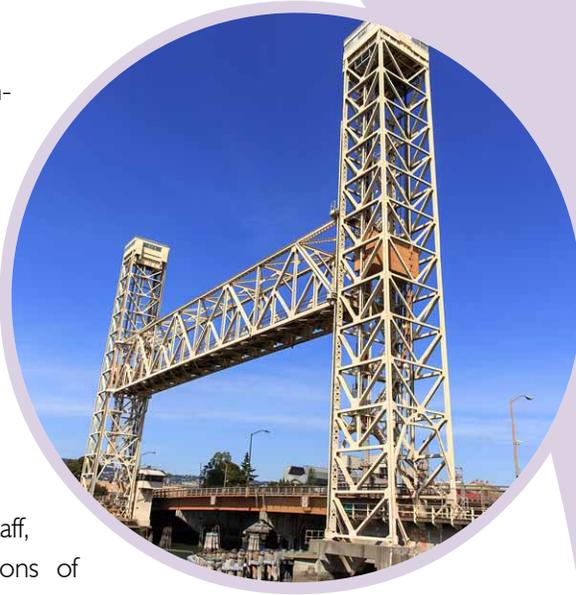
The City's fiscal health is a priority of the Alameda City Council, which has been committed to maintaining a 20% annual operating reserve. Last year, the bond rating agency Standard and Poor's upgraded the City's bond rating from AA to AA+, citing the City's strong financial management and an improving Bay Area economy.

To learn more about the City of Alameda, please visit www.alamedaca.gov.

THE DEPARTMENT

The mission of the Finance Department is to protect and enhance the City's fiscal health, provide sound financial information

in support of City decision-making, and provide high-quality customer service to both the community and City departments. The Finance Department prides itself on its long-term financial planning and working collaboratively to solve complex problems. The Department has a total of 12 FTE budgeted positions and 5 part-time staff, distributed among the divisions of Accounting/Cash Management and Budget, Accounts Payable/Payroll, Business License, and Mail Services. The City recently transitioned to a two-year operating budget with an annual Finance Department budget of \$2.3 million.



The Department has a history of excellence, evidenced by the number of awards it has earned—including winning the GFOA Award for Excellence in Financial Reporting for 23 consecutive years. The Finance Department has also won the CSMFO Operating Budget Excellence Award and GFOA's Distinguished Budget Presentation Award for the last two budget documents and the Association of Public Treasurers of the United States and Canada's Certificate of Excellence for the City's Investment Policy.

THE POSITION

Appointed by the City Manager and reporting to the Assistant City Manager, the Finance Director is a critical member of the City's executive management team. The position works closely with the City Manager on global issues in the City, particularly as it relates to financial forecasts and the budget, and directly with the elected Auditor and Treasurer to ensure proper accountability and sound management of assets. The Director is responsible for all operations of the Finance Department. The Finance Director coordinates the long-term financial position and planning of the City; functions as the administrative head of the Finance Department and is the final departmental authority in all matters of policy and operations; organizes and controls all financial and fiscal activities, internal controls, and financial systems; plans and manages the City's 2 year operating and capital improvement budgets and a comprehensive program of financial management; and acts as the City's primary authority on financial issues. This position is Civil Service exempt.

The Finance Director's responsibilities include ensuring that the financial affairs of the City comply with all legal requirements and administrative regulations; protecting the financial integrity of

the City; promoting financial accountability and protection from loss and fiscal liability; ensuring that accounting practices and methodologies produce full financial disclosure and preventing adverse audit opinions; and making certain that if unencumbered and unexhausted appropriations exist, they are deposited to the proper accounts to make authorized disbursements.

THE IDEAL CANDIDATE

Alameda is seeking a highly experienced, tech-savvy candidate who has the strength of character and depth of knowledge to inspire and lead the Finance Department's talented, dedicated staff. The Finance Director must have the technical skill to ensure the City's continuing financial stability and the management ability to ensure the continued success of the Finance Department. The chosen candidate will exhibit the ability to tactfully and diplomatically address issues and challenges, leading the Department by example in tackling difficult or controversial matters head-on and encouraging open discussion that is respectful of others' roles, responsibilities, and points of view.

A candidate who exhibits self-confidence and a commitment to teamwork will be valued, as will one who is able to work both collaboratively and assertively.

The ideal candidate will demonstrate exceptional interpersonal skills and a commitment to developing strong, positive working relationships not only with the staff of the Department, City Manager, and Assistant City Manager, but also with the elected City Auditor, City Treasurer, and the entirety of the 15-member executive management team. The new Finance Director will be expected to

develop and maintain a relationship with CalPERS, and to effectively address and manage the City's OPEB obligation. A candidate who exhibits self-confidence and a commitment to teamwork will be valued, as will one who is able to work both collaboratively and assertively.

Candidates for this position will be expected to have knowledge of the philosophy, objectives, trends, techniques, and principles of public sector financial management and administration; principles and practices of centralized general fund and government accounting, budget preparation and management, auditing, financial reporting, debt management, investment and financial analysis, revenue forecasting, purchasing, and business data processing; and the state, federal, and local laws and regulations related to financial management. Knowledge of SunGard and SunGard's Finance Plus is highly desirable. Any combination of education and experience likely to provide the required knowledge and abilities will be considered; a typical candidate will possess a bachelor's degree with major coursework in accounting, finance, economics, public or business administration, or a related field (a master's degree is desirable) and 10 years of broad, extensive experience in all major phases of financial management and administration, including accounting and budget, with at least five years of responsible management experience.

THE COMPENSATION

The salary range for the Finance Director is \$144,762-\$175,959 annually with a January 2015 increase of 2-5% based on the strength of the City's revenue; placement within the range is dependent upon qualifications. The City also offers an attractive benefits package, including:

Automobile Allowance – \$3,000 annually.

Retirement – PERS 2%@55 for Classic members and 2%@62 for New members. Classic members pay pre-tax contribution of 7% as the employee contribution, plus 1.868% as employee cost-share of City's contribution; New members pay 6.25% pre-tax contribution. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.

Flexible Benefits Plan – Pre-tax monthly allowance up to \$1,860.22 is provided by the City for PERS health (allowance dependent upon health plan chosen and number insured); dental and life insurance provided and fully paid by the City.

Vacation – Up to 25 days annually.

Holidays – 10 observed plus 3.5 floating holidays annually.



Sick Leave – 12 days annually with no accumulation limit; unused sick leave may be converted to PERS service credit upon retirement.

Administrative Leave – One week of paid leave per fiscal year with cash out provision is currently being considered.

Long-term Disability Insurance – 2/3 of salary up to \$8,000 per month.

Optional Benefits – Available at employee expense, including vision, health and dependent care, flexible spending accounts, long-term care, additional life insurance, commuter program, and 457 deferred compensation plans.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

www.bobmurrayassoc.com

to apply online.

**Filing Deadline:
October 31, 2014**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Alameda. It is expected that the position will be filled by January 2015. Candidates will be advised of the status of the recruitment following selection of the Finance Director.

If you have any questions, please do not hesitate to call Mr. Bob Murray at:

(916) 784-9080

The City of Alameda is an equal opportunity employer.