



# City of Fairfield

## DIRECTOR OF FINANCE



The City of Fairfield is a forward looking organization with a long history of innovative practices. The city is seeking an energetic and experienced candidate whose character reflects the values of the city. The successful candidate should be a collaborative, adaptable, and open minded individual who learns quickly, leads by example, and is not afraid to roll up their sleeves to get the job done. The individual should have confidence in their ability to communicate complex financial information and be comfortable presenting to the public. The ideal candidate should also be a mindful leader who cares for their associates and brings a passion for chasing excellence.

**Applications due April 15, 2022**





## About Fairfield

The City of Fairfield is a diverse and growing city located midway between San Francisco and Sacramento. Fairfield combines a prime commercial real estate location, room for growing businesses, and a large and talented workforce. Its central location, desirable water quality, extensive transportation networks, reasonably-priced properties, and proximity to Northern California's world famous destinations make Fairfield a prime location for both residents and businesses.

Fairfield is the county seat of Solano County and is home of the Jelly Belly Candy Company, the makers of the world famous "Jelly Belly" jelly beans. Travis Air Force Base and the Anheuser-Busch brewery are major employers within the city. Solano Town Center, located in Fairfield, provides regional shopping opportunities.

The City gives high priority to parks, recreational and cultural activities, and is within easy driving distance to attractions in the San Francisco Bay Area, Sacramento, Lake Tahoe, the burgeoning Suisun Valley Wine Region and Napa/Sonoma wine country. The City also has two golf courses, provides water services, and has multiple Community Facilities Districts to help fund Public Safety and Park Maintenance services.

A full range of housing options are available in Fairfield. The average cost of housing is 40% below the Bay Area average. Quality developer-built homes are available in the \$450,000 to \$1 million range, and custom-built homes are in the \$750,000 to over \$1 million range.

## About the Position:

### DIRECTOR OF FINANCE

The Finance Department is one of the city's ten departments that provide services to the citizens and businesses of Fairfield. It's mission is to protect and enhance the City's financial security, safeguard city funds, provide fiscal information in support of City decision-making and to provide high quality financial services.

View the City of Fairfield's [Financial Reports](#).

## City Departments



City Manager's Office



Community Development



Finance



Fire



Housing Services



Human Resources



Information Technology



Parks & Recreation



Police



Public Works

## By the Numbers...

609.9

Allocated Positions  
Citywide

27

FTE's Allocated  
to Finance

\$359M

Total City  
Budget FY2022

\$122M

General Fund  
Budget FY2022

## The Role

The Director of Finance is responsible for the planning, organizing, directing and reviewing the activities and operations of the Finance department including centralized accounting, financial administration and administering the internal budget process. Additional responsibilities include coordinating assigned activities with other departments and outside agencies, while providing highly responsible and complex administrative support to the City Manager.

## The Ideal Candidate

The City of Fairfield is looking for an experienced candidate whose character reflects the values of the city. The successful candidate should be a collaborative, adaptable, and open-minded individual who learns quickly and leads by example. The individual should have confidence in their recommendations and feedback and learn how to work collaboratively with other departments. The ideal candidate should also be a mindful leader who cares for the well-being of their associates and knows how to lead a team through difficult situations.

## Key Traits

- **Communicative** - The City of Fairfield is a collaborative workplace. As such, the Director of Finance will need to interact and work with staff and agency partners of all levels. The Director of Finance should have excellent written and verbal communication skills and should be able to clearly explain themselves and listen to others.
- **Enthusiastic** - The City of Fairfield prides itself on being a welcoming and fun agency! The Director of Finance should be able to foster a lively work environment and celebrate successes. The Finance Department interacts with the public on a regular basis, as such, the Director of Finance should be ready to demonstrate friendliness and outstanding customer service as needed.
- **A Change Agent** - The Director of Finance should have the ability to look at internal processes, recognize areas for improvement, and take initiative on making the changes. It would also be the responsibility of the Director of Finance to direct and lead the agency through the changes.

## Qualification Requirements

- **Experience** - Seven years of increasingly responsible experience in accounting and financial work, including four years of administrative and management responsibility is required.
- **Education** - A Bachelor's degree from an accredited college or university with major course work in accounting, business, public administration, or a related field is required.
- **License/Certificate** - Possession of a valid Class C California State Driver's License is required at the time of hire. Possession of a valid equivalent is acceptable during the application process.

## Fun Fact

It's the goal of the Finance Department to beat the reigning champions from the Public Works Department in the City's annual pancake eating contest!







## Compensation and Benefits

The annual salary for the Director of Finance is \$172,094 - \$223,740\* annually. Placement within this range is dependent on experience and qualifications.

*\*A 5% COLA is expected to take effect first full pay period in July 2022.*

The City of Fairfield offers extensive benefits to its employees. A sampling of these benefits is listed below. A full explanation of employee benefits is [available here](#).

**Retirement:** 2.5% at 55 retirement formula for Classic CalPERS members.

**Personal Leave:** 122.42 hours annually; 100% of accrued personal leave is eligible for cashout on an annual basis.

**Car Allowance:** Determined by City Manager for specified managers up to \$350 a month.

**Vacation Leave:** The annual accrual is 21.6 days for the first three years, 26.6 days per year (years 4–10), 31.6 days per year (years 11–24), and 41.6 days per year years 25 and over. Advanced accrual may be awarded commensurate with a candidate's total combined years of prior public service.

**Holidays:** The City observes 13 holidays.

**Sick Leave:** The annual accrual is 12 days. Employees are eligible to use sick leave as it is accrued. For 25+ years, one additional sick leave day per month is accrued. The City Manager may grant newly hired employees the accrual rate for sick leave commensurate with the employee's total combined years of service with any public agency.

**Health / Dental Programs:** The City provides a contribution to medical and dental. Employees providing proof of other coverage may drop health/dental coverage and receive up to \$518/month as taxable income.

**Vision Care:** The City will pay premiums for vision care coverage for VSP Basic Plan. The City also offers an employee paid buy-up option.

**Life Insurance:** City pays in full an amount equal to 1.5 times the annual salary rounded to the next \$1,000 for a Life and Accidental Death/Dismemberment insurance policy to a maximum of \$150,000. Additional life insurance may be purchased by the employee.

### Deferred Compensation Plans:

- 401(a): Eligible date of hire. City contribution is 8.24% and the employee mandatory contribution is 7.0%.
- 457: Eligible date of hire. Total employee contributions are limited to the annual limits specified by the IRS. Three plans available include ICMA, Nationwide and CalPERS.

## How to Apply

Interested parties should email their completed resume and compelling cover letter to Cathy Thompson at [talent@tripepismith.com](mailto:talent@tripepismith.com) by midnight on **April 15, 2022**.

If you have any questions, please contact Cathy Thompson at (562) 826-3044.