



The City of Paramount invites  
your interest in the position of

# FINANCE DIRECTOR

## ABOUT PARAMOUNT

Located in the gateway to the Los Angeles metropolis, the City of Paramount offers a secure quality of life to its residents and a business-friendly attitude that has created a growing retail and services sector, with a thriving Downtown.

Paramount has continually invested in its infrastructure and emphasized code enforcement and assistance programs to help residents and businesses upgrade and maintain their properties. For these reasons, the City has a distinctive appearance that appeals to current and potential residents. The government is a stable, innovative, and financially conservative organization, with an emphasis on maintaining the quality of life for residents.

For its employees, Paramount offers a family-friendly organization that places emphasis on work-life balance and flexibility. City leadership highly values the input and impact of each employee. Rather than work from the top-down, Paramount chooses collaboration, fostering a professional, respectful, and fulfilling work environment.

Paramount is a general law City that operates under the council-manager form of government. Paramount's current City Council works together well and is exceedingly supportive of staff, contributing to the quality and effectiveness of the workplace.



**1957**

*Year City Incorporated*



**56,000**

*City Population*



**4.8**

*City Size in Square Miles*



**\$50.4M**

*FY22 Operating Budget*

***The City of Paramount is operated by 6 departments: Administrative Services, Planning, Public Safety, Public Works, Community Services, and Finance.***

## CITY VISION

A City that is Safe, Healthy, and Attractive!

## CITY MISSION

Paramount is dedicated to providing fiscally responsible services that maintain a vibrant community.

## CITY VALUES

- Respectful and ethical behavior.
- Service excellence.
- Adaptability.
- Family friendly environment.
- Sustainable work-life balance.
- Responsiveness, accountability and professionalism.
- Innovation and creativity.
- Teamwork and collaboration.
- Effective, inclusive and transparent public information and engagement.

# ABOUT THE POSITION

**The Finance Department** in the City of Paramount is consistently recognized by State and Federal financial organizations for its outstanding work and has received awards for its financial reporting and management (like its Comprehensive Annual Financial Report) for the past 25 years. The Department consists of 17 staff, including 10 full-time and 7 part-time staff, who are dedicated to maintaining the financial health of the City and preserving transparency for residents.

The City of Paramount has a reputation for transparency and fiscal responsibility, having traditionally been on sound financial ground, showing budget surpluses and a balanced reserve consistently year over year. The City takes a conservative approach to managing its investments to ensure that important services such as public safety, capital improvements, and recreation programs are properly funded. It is a welcoming and efficient department grounded in integrity.

## THE ROLE: FINANCE DIRECTOR

Under direction of the City Manager, the Finance Director will assume full responsibility for managing all activities and services of the Finance Department. This includes directing personnel and resources; developing, administering and evaluating projects and procedures to meet organizational needs and ensure smooth and efficient activities; directing the preparation and administration of the City's Annual Budget; directing and approving various personnel actions, including selection, promotion, performance evaluations and disciplinary actions; and perform other related duties as assigned.

## THE RIGHT FIT

The City of Paramount is looking for a candidate whose character reflects the values of the City. The successful candidate would be a collaborative, adaptable, and open-minded individual who learns quickly and leads by example. The individual would have confidence in their recommendations and feedback and learn how to work collaboratively with other departments. In hopes to further their growth, the candidate would gladly receive constructive feedback and be open to the suggestions of others.

## KEY TRAITS

The ideal Finance Director will be:

### ADAPTABLE

The Finance Director will need to successfully interact with individuals from multiple backgrounds and areas of expertise, including the public. Someone who is adaptable in demeanor and flexible in their approach is highly desirable.

### A FAST LEARNER

Coming into a successfully run organization, the new Finance Director will need to pick up on existing processes as much as they implement their own. Someone who can be quick on their feet and absorb new information based on council direction and requested projects will be successful here.

### COLLABORATIVE

The City of Paramount is a collaborative workplace. As such, the Finance Director will need to interact and work with staff and agency partners of all levels. The Finance Director should be open to hearing recommendations and feedback from their colleagues and offering ideas of their own where appropriate.

### KIND

The City of Paramount prides itself on being a welcoming and warm agency and the Finance Director, as a senior position, is expected to exemplify these values. In addition, the Finance Department interacts with the public on a regular basis and the Finance Director should be ready to demonstrate friendliness and customer service as needed.



# SALARY & BENEFITS

The annual salary for the Finance Director is \$125,367 – \$152,347 (reflects a 3% Cost of Living Increase effective prior to the end of the year). Placement within this range is dependent on experience and qualifications.

The City of Paramount offers extensive benefits to its employees including an emphasis on work-life balance and a 9/80 schedule with every other Friday off. A sampling of these benefits is listed below. A full explanation of employee benefits is available on the City website.

- ▶ **Retirement:** 2.5% at 55 retirement formula for CalPERS members covered under pre-2013 rules. CalPERS Retirement System – 2% @ 62 retirement formula for new members
- ▶ **CalPERS Retirement Employer Paid Member Contribution (EPMC):** Classic Employees pay 4% into their CalPERS retirement, and the City covers the employee's remaining 4% share.
- ▶ **Car Allowance:** \$300 per month car allowance for using a personal vehicle.
- ▶ **Vacation Leave:** 80 hours vacation per year for the first five years, 120 hours per year after five years, 160 hours per year after ten years. Prior years of experience from other public agencies may be cumulated on an hour-to-hour formula to increase accrual rate up to 160 hours (4 weeks) per year.
- ▶ **Sick Leave:** 96 hours per year. Sick leave accumulation in excess of 480 hours is paid directly to the employee as a cash benefit at the end of each year at the rate of 50% of employee's current pay rate.
- ▶ **Executive Leave:** 40 hours of paid Executive Leave per fiscal year. Up to an additional 20 hours may be provided at the City Manager's discretion on a one-time basis.
- ▶ **Cell Phone Allowance:** The City will provide a City issued device or reimburse for use of a personal line.
- ▶ **Holidays:** 12 paid holidays per year.
- ▶ **Health Insurance:** 85% paid medical for employees and dependents. Coverage effective the first day of the month following the date of hire. Employees who are able to provide proof of other group insurance coverage may elect to opt-out of the City Health benefits and receive a monthly payment in the amount of \$450 in lieu of coverage.
- ▶ **Dental/Vision Insurance:** 100% dental and vision coverage for employees and dependents. Coverage is effective the first day of the month following the date of hire.
- ▶ **Life Insurance:** Coverage is equal to 100% of annual salary.
- ▶ **Disability:** The City pays 100% of the insurance plan.
- ▶ **Lifetime Medical Expenses Paid:** Employees who retire from the City after December 31, 2010 are entitled to 85% of the cost of their medical premium. Employees do not need to be vested to be entitled to the benefits.
- ▶ **Education Reimbursement:** The City encourages employees to develop their knowledge and abilities by offering a variety of reimbursements for job-related education.



## HOW TO APPLY

Interested parties should email their completed resume and compelling cover letter to Bob Hall at [talent@tripepismith.com](mailto:talent@tripepismith.com) by midnight on October 29, 2021. Those selected for an interview will need to also fill out an official application on the City's website: [www.paramountcity.com](http://www.paramountcity.com).

If you have any questions, please contact Bob Hall at (714) 309-9104.