

CITY OF
AMERICAN
CANYON



*The City of American Canyon invites
your interest in the position of*

FINANCE DIRECTOR

ABOUT AMERICAN CANYON

Located at the southern tip of the Napa Valley, the City of American Canyon is known for its expansive nature preserves, affordable family living and high quality schools. The City is a destination for outdoor recreation and natural beauty, and the Bay Area's entry point to the Napa and Sonoma Valley viticulture districts, areas internationally recognized for producing some of the world's finest wines.

The City of American Canyon is a growing community with one of the region's most diverse populations. More than 80% of residents identify as Asian, Hispanic, African-American or other non-White ethnic group. The City values a wide range of backgrounds, experiences and perspectives when hiring staff to serve our community.

American Canyon has a staff of approximately 80 employees, an additional 26 contract sheriff's deputies and up to 60 part-time/seasonal staff. The City operates as a Council/City Manager form of government and is a general law city. Policy-making authority is vested in a five-member City Council. Day-to-day administration is provided by the City Manager, serving under the direction of the Council. There are four elected Council Members and one elected Mayor. The City Manager is appointed by the Council and serves as the chief executive of the City.

CITY DEPARTMENTS

- City Manager's Office
- Community Development
- Finance
- Public Works
- Parks and Recreation
- Maintenance and Utilities
- Police (patrol services via Sheriff's contract)

ABOUT THE FINANCE DEPARTMENT

The Finance Department has a total staff of 8 employees within the two divisions of Accounting and Budget. The Finance Department provides fiscal control of the City's financial activities, including revenue expenditure, fixed assets, investment of the City's funds, and other financing programs. It assists all departments in the preparation and implementation of the annual budget, capital improvement program, purchasing, asset management, accounts receivable and accounts payable, utility billing, and payroll. The Department also provides financial services to the American Canyon Fire District, including accounts receivable, accounts payable and payroll.

CITY MISSION & VALUES

Everyone is welcome here!

We welcome the opportunity to learn your language, share in your customs, and celebrate your traditions.

We believe diversity makes our community strong, healthy, and fun.

We want you to be **YOU!** We are so happy you are here.

BY THE NUMBERS

112

Total FTEs Citywide

8

FTEs Allocated to Finance

\$74.7M

All Funds City Budget FY 2023

\$24.5M

General Fund Budget FY 2023

\$13.7M

Capital Improvement Budget FY 2023

ABOUT THE POSITION

THE ROLE: FINANCE DIRECTOR

Serving on the City's Executive Team, the Finance Director reports to the Assistant City Manager, and exercises direct and indirect supervision within the Finance Department. The Director is responsible for planning, organizing, directing and reviewing activities and operations of the Finance department. The Director coordinates assigned activities with other departments and outside agencies while providing highly responsible and complex executive support to the organization. The Director also serves as lead staff to the Finance Committee, which includes the Mayor, the Vice Mayor, the City Manager and Assistant City Manager. Responsibilities of the Finance Committee focus on citywide financial and fiscal policy oversight, including investment review, budget, benefits, and insurance.

The City has bravely faced COVID-19 by carefully considering the future, evolving and digitizing its services to the community, and responding to this new paradigm. The new Finance Director will be motivated by using technology to take the department to the next level to serve the internal and external customers of this growing community in the most efficient and effective manner possible.

THE IDEAL CANDIDATE

The City of American Canyon is looking for a forward-thinking leader who is confident in their recommendations and has the ability to present information in an understandable way to Council members, peers and the public. The successful candidate will be a collaborative and open-minded individual committed to excellence who seeks to cultivate relationships across departments to acquire a full understanding of other departmental needs.



QUALIFICATION REQUIREMENTS

Any combination of Education and Experience that results in the successful applicant obtaining the requisite knowledge, skills and abilities to perform the required job duties. Typically, this includes:

- **Education:** A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a closely related field.
- **Experience:** Six years of increasingly responsible experience in financial management, accounting, or closely related field, including two years of management and supervisory responsibility.
- **License Requirement:** Possession of a valid California Class C Driver License at the time of appointment is desirable

Knowledge of:

- Operations, services, and activities of a comprehensive municipal financial management program.
- Management skills required to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration, governmental accounting and the regulations governing the reporting of municipal government financial activities.
- Principles and practices of accounting, financial planning, internal auditing, budgeting systems, municipal budget preparation and administration, training, and performance evaluation.
- Office procedures, methods, and equipment, including computer skills and relevant Microsoft Office and financial systems software packages.
- Recordkeeping principles and practices.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff, as well as select, supervise, train, and evaluate staff.
- Lead and direct the operations, services, and activities of the department, and effectively delegate authority and responsibility.
- Perform and supervise complex financial research, and prepare clear and concise reports.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer large and complex budgets, departmental goals, objectives, and procedures.
- Prepare and present clear and concise administrative and financial reports pertaining to governmental financial activities and planning.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate a variety of office equipment in the performance of assigned duties and responsibilities.
- Interpret and explain City policies and procedures and apply Federal, State, and local policies, laws, and regulations,
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



COMPENSATION & BENEFITS

Salary: The annual salary range for the Director of Finance is \$118,602 to \$177,902. Appointment will be made depending on the qualifications of the selected candidate. Please note that a cost-of-living adjustment (COLA) is pending City Council approval.

Retirement: CalPERS 2% @ 55 for Classic members; employee makes a 7% member contribution and a 5% employer portion (cost sharing) contribution; one-year highest compensation. CalPERS 2% @ 62 for PEPPRA members of CalPERS; three-year average final compensation, a pension income cap of \$151,549.

Health Insurance: City contributes a monthly payment equal to 90% of the Kaiser HMO premium rates at each level of coverage (Employee only, Employee plus One Dependent, and Family) for active employees. Employees covered by another insurance plan may be eligible for \$400 per month in lieu of health coverage.

Cafeteria Plan: \$379.00 to be used toward out-of-pocket medical health premiums, if any, Life, Group LTD, Dental and Vision Insurance, Employee Assistance Program and supplemental insurance of employee's choice.

Vacation Accrual: 12-25 days based on years of service with 40-hour annual cashout.

Holiday Leave: 16 days per year.

Management Leave: 15 days per fiscal year (first year pro-rated) with 60-hour annual cashout.

Sick Leave Accrual: 12 days per year, unlimited accumulation.

Retiree Medical: City contributes 100% of the current "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage" to assist with medical insurance costs for CalPERS covered retirees.

Deferred Compensation - City will contribute 2% of employee's salary in 401(A) with 2% employee contribution. Employee has access to ICMA 457 plan.

Vehicle Allowance - \$400 per month is provided.



HOW TO APPLY

Interested parties should email their completed resume and cover letter to Bob Hall at talent@tripepismith.com by midnight on August 12, 2022.

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



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