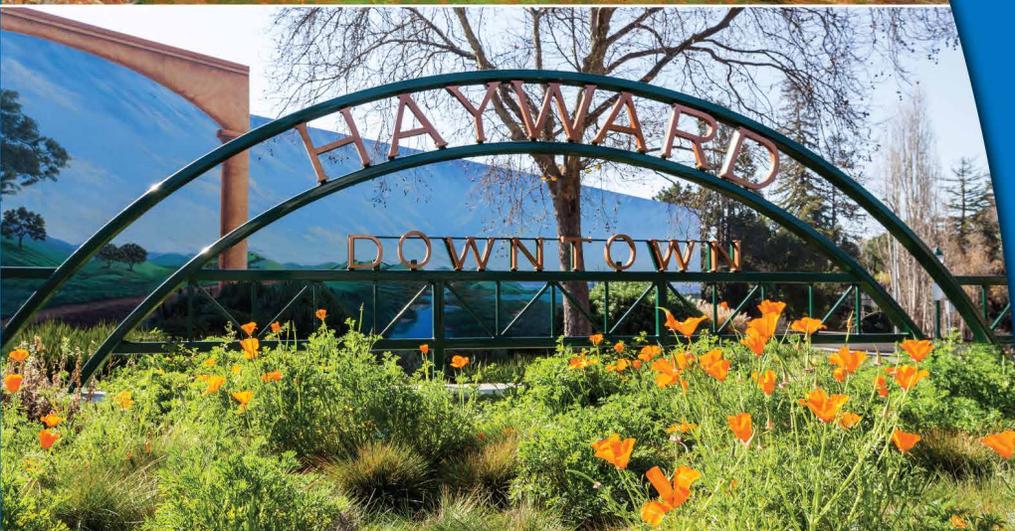


HAYWARD

INVITES YOUR
INTEREST IN
THE POSITION OF

**DEPUTY
DIRECTOR OF
FINANCE**



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The City of Hayward (estimated population 153,600) is located in Alameda County, on the eastern shore of the San Francisco Bay, 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose, and 10 miles west of the Livermore Valley. Encompassing 61 square miles that unfold from the Berkeley-Oakland Hills onto the Bay shoreline, Hayward is strategically positioned at the epicenter of a metropolitan area synonymous with innovation, bold thinking, and entrepreneurship.

Hayward is the sixth-largest municipality in the Bay Area and a thriving regional center of commerce, manufacturing activity, and trade. With three international airports—Oakland, San Francisco, and San Jose—within 25 minutes, its own executive airport, two Bay Area Rapid Transit (BART) stops, a central Amtrak station, Union Pacific freight rail, and Port of Oakland facilities, Hayward is perhaps the most connected city in the region.

Known as the “Heart of the Bay,” Hayward has capitalized on its unparalleled location, relative affordability, and a wide range of quality of life benefits to catch the eye of everyone from Fortune 500 companies to young professionals, families, tech startups, and major developers.

Hayward is home to California State University, East Bay; a modern City Hall adjacent to BART; historic downtown buildings; a PGA stop championship golf course; an ideal climate, and easy access to the rest of the Bay Area. The City is also home to 10,263 businesses, including 400 biotech, biomed, and life sciences businesses throughout Hayward’s “Industrial Crescent” that provide 95,777 local jobs.

Hayward ranks among the most diverse cities in the entire state of California and boasts a vibrant mix of cultures and customs. A wide range of community-wide events, supported by volunteers and civic organizations, provide countless opportunities to unify residents in a celebration of community spirit.

To learn more about this dynamic city, visit the City’s website at www.hayward-ca.gov.

THE ORGANIZATION

Founded in 1852 and incorporated in 1876, Hayward is a Charter City (adopted in 1956) and operates under a council-manager form of government. The City Council is comprised of seven (7) members, including the Mayor, who are elected at large to serve four-year, overlapping terms.

The City Council is responsible for the legislative function of the City, such as reviewing public policies and adopting policies responsive to the community. The current City Manager, Kelly McAdoo, was appointed

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in August 2016 after serving as Assistant City Manager since 2010.

The City of Hayward is organized into 13 major departments including City Attorney’s Office, City Clerk’s Office, City Manager’s Office, Development Services, Finance, Fire, Human Resources, Information Technology, Library, Maintenance Services, Police, Public Works: Engineering & Transportation, and Utilities & Environmental Services. In FY 2019 the City has 894.4 full-time equivalent budgeted positions and an all funds citywide operating budget of \$315,264,000.

The City of Hayward maintains excellent bond ratings, has recently updated its financial modeling tool, and has created a culture of long-term fiscal sustainability which is supported by both Management & Elected Officials. and the City is a leader in water conservation, water pollution control, and development of renewable energy. The City has an active social media presence, using tools such as Twitter, Facebook, and YouTube to communicate with the community. In recent elections the City has had the support of voters in passing multiple tax measures, including in 2018 when the voters approved an increase to the City’s Real Property Transfer Tax rate.

THE DEPARTMENT

The Finance Department consists of four (4) divisions: Administration, Accounting, Revenue, and Purchasing. The Department currently has 35.5 FTE budgeted positions. This position will be a part of the Administration Division but will have direct interaction with all divisions within the department. Recently, the Department implemented OpenGov and is currently completing its first budget cycle using the program.

The Finance Administration Division provides department leadership, direction, and administrative support to all Finance Department



divisions. This division develops and manages the city-wide operating budget, the City's investment portfolio, and also provides staff support to the City Council Budget and Finance Committee, as well as the City's Deferred Compensation and Investment Advisory Committees.

The Accounting Division is responsible for the City's general accounting, management of the City's general ledger, and preparation of internal and external financial reports and statements. The division also manages city-wide payroll and benefits, accounts receivable, bank reconciliation, accountability of fixed assets, and special assessment administration. Accounting staff record all City financial transactions in compliance with the Generally Accepted Accounting Principles (GAAP) and are in charge of preparing the City's Comprehensive Annual Financial Report (CAFR). In addition, accounting staff assist with component until financial statements, provide interim financial and management reports, and assist other City departments and agencies in preparing and interpreting financial data.

The Revenue Division provides customer service and collection services for the Hayward Water System and city-wide accounts receivable. Revenue staff also administer, bill, and collect payments for various City tax programs, including: Business Tax, Excise Tax, Transient Occupancy Tax, and Utility Users Tax.

The Purchasing Division is responsible for supporting the procurement of City materials, supplies, equipment, and maintenance services. The purchasing process involved the administration of purchase orders, and related documents pertaining to insurance requirements, bonding, accounts payable, and maintenance of all files related to purchases.

THE POSITION

Under general direction of the Director of Finance, the Deputy Director organizes, supervises, and directs the operations of the department with responsibility for fiscal, budgetary, or other supportive services; represents the department on administrative matters involving other departments and agencies; and supervises management, professional, technical, and clerical staff. The Deputy Director of Finance assists with the administrative and management responsibility within the Finance Department, which includes purchasing, accounting, budget development, revenue (billing, collections, and projections), and treasury operations. The Deputy Director coordinates activities with other City departments and outside agencies; and completes complex studies and analyses—including long-range financial modeling, as well as both policy and staff development.



THE IDEAL CANDIDATE

The City of Hayward is seeking a financial professional with a demonstrated track record of strong leadership, comprehensive financial knowledge, and the ability to work well in a team environment within a unionized setting. The successful candidate will possess a strong foundation and understanding of public agency financial planning, revenue strategies, operating and capital budget development, have a history of sound decision making, and the highest level of dedication to the organization while serving a culturally and economically diverse community. It is essential that the selected candidate is a skilled finance manager with expertise in supervising and coaching staff and will bring a customer service focused approach to the Department. An in-depth understanding of generally accepted accounting principles, as well as the ability to establish and monitor internal controls is essential.

The selected candidate will be an excellent communicator with superior presentation and interpersonal skills.

The selected candidate will be an excellent communicator with superior presentation and interpersonal skills. A track record of forging healthy and productive working relationships within a Department as well as with internal and external customers is desired. A hands-on creative problem-solver willing to work to achieve the goals of all departments and the City will be successful in this position. Candidates should be skilled at identifying problems in their early stages and be able to work collaboratively, troubleshoot issues and develop the best solution.

The ideal candidate will be expected to stay abreast of contemporary tools and industry best practices. Candidates are sought who are familiar with relevant

technology and applications that add value to operations and aspects of the customer experience. Candidates with governmental finance and accounting experience are encouraged to apply, as are candidates with public sector finance experience and/or CPA certification.

Candidates must possess five (5) years of progressively responsible supervisory and administrative experience in municipal or governmental financial management with substantial work in accounting, budget preparation, administration, analysis, and organization-wide coordination. The typical candidate will possess the equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, financial management, economics, business administration, or a related field; a CPA is desired. Any combination of experience and education that could likely provide the required knowledge and abilities will be qualifying.

THE COMPENSATION

The annual salary range for the incoming Deputy Director of Finance is \$138,195-\$167,960; placement within this range is dependent upon qualifications. The City also offers an attractive benefits package, including:

Retirement – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2.5% @ 55 formula for Classic Members (employee pays 8% plus 5% employer portion = 13% total). A 2% @ 62 formula applies to New/PEPRA Members (employee pays 6.25% plus 5% employer portion = 11.25% total). The City does not contribute to Social Security.

Deferred Compensation – Voluntary; employee paid.

Medical Insurance – City pays 80%, up to the 2nd highest Bay Area Plan (currently \$1,924.98 Anthem Traditional Family Plan).

Retiree Medical – City pays \$237.31 per month allowance towards medical.

Dental Insurance – City pays 80% (or \$148.08) per month.

Vision Insurance – City pays 50% (or \$14.35) per month.

Short- and Long-Term Disability – City offers a weekly/monthly benefit, up to 66.67% of the employee's weekly earnings.

Life and AD&D Insurance – City provided at one times the employee's annual salary.

Vacation – Vacation accrual of 10 days per year; the City Manager may grant more if employee has left employer with similar position where he or she had substantial vacation benefits.

Holidays – 14.5 paid holidays per year.

Sick Leave – 12 sick leave days per year.

Management Leave – Up to 10 days of management leave per year.

Employee Assistance – City paid; 10 visits per incident.

Health and Wellness – Reimbursement up \$50 per month.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
April 17, 2019**

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. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Hayward. 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.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

