

INVITES YOUR  
INTEREST IN  
THE POSITION OF

**FINANCE  
DIRECTOR**



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

## THE COMMUNITY

Nestled in the hills of Contra Costa County, framed by beautiful vistas of San Pablo Bay, sits the picturesque community of Hercules. The City of Hercules has taken the very best of its past and combined it with thoughtful planning for the future to create a place that offers a vibrant, interconnected, and emerging transit-oriented 'new urban' lifestyle to businesses and residents. Hercules is ideally located between San Francisco and Napa, with handsome homes, safe neighborhoods, an extensive network of biking and walking trails, and many exciting new projects planned. The City is situated where Interstate 80 and Highway 4 intersect and offers ideal accessibility to and from all corners of the Bay Area and beyond. This culturally diverse and family-oriented waterfront community has established its reputation as a great place to live and work.

Local employment opportunities are becoming more and more available based on emerging technology-related and knowledge-based industries that see the potential in this quality community. Hercules provides excellent levels of public safety and recreational and education services within a setting of charming streets, inviting neighborhoods, and up-and-coming retail districts. While remaining true to its unique history and quality that residents have come to appreciate and love, Hercules has steadily transformed from a small company town to a bustling and thriving community. Today, there is a distinct vibrancy that emanates from this community of just over 26,000 residents. With exceptionally good weather year-round, affordable real estate in comparison to other desirable Bay Area communities, and continued growth that ensures best-practices in development, Hercules continues to be a model for other Bay Area cities and towns.

## THE ORGANIZATION

The City of Hercules is a General Law city operating under a council-manager form of government. The City Council consists of five (5) members, elected at-large on a non-partisan basis, who serve staggered, four-year terms. In December of each year, the City Council conducts a reorganization of the Council at which time

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the Mayor and Vice Mayor are appointed for one-year terms. The Council establishes policies, approves ordinances and resolutions, makes land use decisions, approves agreements and contracts, and hears appeals on decisions made by City staff or advisory committees. In addition to appointing the City Manager, the City Council also appoints the City Attorney and members of the Planning Commission, Finance Commission, and Community & Library Services Commission. The Council appoints residents to serve as the City's representative to various regional committees and boards, and also serves as the Successor Agency to the Hercules Redevelopment Agency.

Hercules is a full-service city that offers residents a remarkably high level of municipal services. City departments include: Planning & Building, City Clerk's Office, City Manager's Office, Engineering & Public Works, Finance, Administrative Services, Parks & Recreation, Planning, and Police. Fire services are provided by the independent Rodeo-Hercules Fire District.

Mission Statement: "Our mission is to lead our diverse community and enhance the quality of life in the City of Hercules, now and in the future. We do this by providing effective, efficient, responsive, and innovative services with integrity and a culture of transparency."

## THE DEPARTMENT

The Finance Department is responsible for providing the City and its agencies with fiscal oversight and controls



necessary to ensure sound financial management. The Department oversees the revenue collection, invoicing, payroll, general accounting, auditing, financial reporting, and budgeting for the City, Successor Agency, and the Hercules Finance Authority. City operations include a city staff of approximately 53 full-time employees, 78 part-time employees, and a FY 2018-2019 General Fund budget of just over \$15 million.



## THE POSITION & IDEAL CANDIDATE

The City of Hercules is seeking a proven leader with strong initiative and excellent interpersonal and team building skills to plan, organize, and direct the operations and activities of the Finance Department. The Finance Director is a member of the City's Executive Team and reports directly to the City Manager. This is a hands-on position requiring strong technical skills in finance and accounting as well as strong written and verbal communication skills. The ideal candidate will be a dependable team player, an effective problem solver, and experienced manager with the ability to provide vision and leadership to a dynamic, full-time three-person team and additional part-time support.

The selected candidate will be someone with extensive knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) requirements. Candidates who have demonstrated experience with Successor Agency, Redevelopment Dissolution, and ROP's system will be highly valued.

At a minimum, candidates must possess a Bachelor's degree from an accredited four-year college or university in Accounting, Finance, Business Administration, or a closely related field, and have six (6) years of professional and supervisory experience, preferably with a local government agency. A CPA License and an accounting background is preferred.

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## THE COMPENSATION

The top of the annual salary range for the incoming Finance Director is \$181,452; placement in this range is dependent upon qualifications. The City also offers an attractive benefits package that includes:

**Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 55 formula for Classic Members; Employee pays 7% of PERS contribution. PEPR New Miscellaneous Members are under a 2% @ 62 formula; Employee pays 6.25% of PERS contribution.

**Health Insurance** – City participates in PERS Health Care Program with choice of excellent health plans. City pays 100% of Kaiser Health Plan for employee and eligible dependents.

**Dental Insurance** – City participates in Delta Dental Plan of California and pays full premium for employee and eligible dependents.

**Vision** – City participates in VSP programs and pays full premium for employee and eligible dependents.

**Life Insurance and AD&D** – City provides \$100,000 term life insurance and AD&D insurance at no cost to the employee.

**Short- and Long-Term Disability** – Short-Term and Long-Term Disability benefits are provided through MPA

and the Standard Insurance Company. Payout is 67% and the City will pay out the 33% remainder using accruals until they are exhausted. Benefits are provided at no cost to the employee.

**Vacation –**

<u>Years of Service</u>	<u>Annual Accrual</u>
1 – 4	96 hours
5 – 9	120 hours
10 – 15	144 hours
16 – 19	160 hours
20+	176 hours

**Holidays –** 11 assigned and 2 floating holidays per year.

**Sick Leave –** 8 hours per month for a total of 96 hours annually; maximum accrual up to 2,080 hours.

**Deferred Compensation –** Voluntary 457 Deferred Compensation Plan and 401(a) Plan available. Contribution limit for 401(a) is \$55,000 per year and \$18,500 per year for 457 (combined employer and employee contributions).

**Retiree Health Savings –** Executive Level employees contribute 2% of salary into the individual Executive Level employee’s VantageCare Retiree Health Savings program.

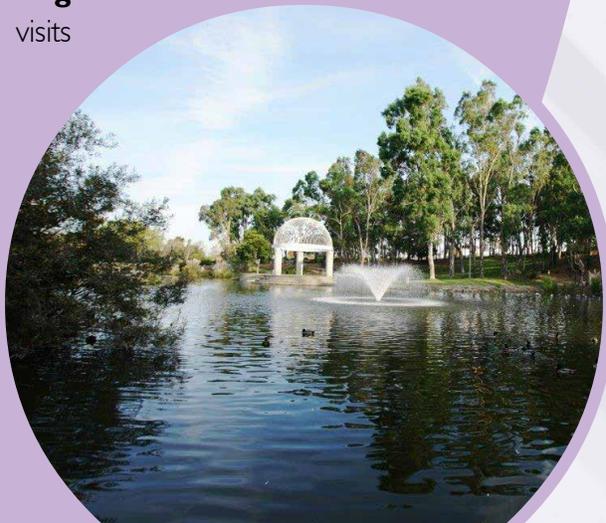
**Education Reimbursement –** \$30,000 is allocated to the Education Reimbursement Program for all City Employee groups. Employees are eligible to receive up to \$4,000 per fiscal year for the cost of tuition, books, travel, and any other costs associated with employee’s successful completion of any professional or educational program approved by the City Manager. This benefit is available to all employees on a first come, first served basis.

**Longevity Pay –**

<u>Years of Service</u>	<u>Per Month Amount</u>
7	\$200
10	\$300
14	\$400
16+	\$500

**Employee Assistance Program**

– Provided by MHN. 8 visits per issue per family unit.



## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:  
Open Until Filled**

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 Hercules. 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. Upon a conditional offer of employment, a pre-employment medical exam (including drug and alcohol screening) and background investigation must be completed with acceptable results.

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

(916) 784-9080

**The City of Hercules is an  
Equal Opportunity Employer.**

