



CITY OF LONG BEACH, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

DEPUTY FINANCE DIRECTOR



THE CITY

Ideally located on the Pacific coast just south of Los Angeles and adjacent to Orange County, the City of Long Beach, California (population 485,000) is at once a Southern California seaside resort, an urban metropolis with a diverse economy, and a tapestry of small neighborhoods whose international cultures are woven into a tightly knit yet heterogeneous community.

Long Beach enjoys a quintessential Southern California climate that makes its abundance of cultural and recreational options appealing throughout the year. It boasts six miles of beaches and numerous beautiful parks and open spaces, as well as the Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual IndyCar Grand Prix of Long Beach. Along with a variety of other attractions that include two historic ranchos, three marinas, and five golf courses, the City's many offerings help to draw 5.5 million visitors every year.

The community's economy is further supported by a wide variety of industries including education, health and social services, manufacturing, retail trade, and professional services, among others. The city is a hotbed for startup activity, education and ingenuity. Also located within the city are Long Beach City College and California State University, Long Beach, which has repeatedly been named a "Best Value College" in the nation by Kiplinger. Serving the K-12 student population, the Long Beach Unified School District consistently attracts international recognition for increasing student achievement and public education best practices and consistently ranks among the Top 10 urban school districts in the country in a variety of reports and rating systems.

Committed to using technology to help deliver the best possible services, Long Beach has been named among the Top 10 "Digital Cities" in America for seven consecutive years. The seventh largest city in California and one of the most diverse in the country, Long Beach offers its residents and visitors all the amenities of a large metropolis while maintaining a strong sense of community and cohesiveness throughout a wide variety of unique and desirable neighborhoods. Long Beach is known for being bike-friendly and has been ranked the 10th most walkable city in the nation in both 2016 and 2017.

For more information about the City of Long Beach, please visit www.longbeach.gov.

THE CITY GOVERNMENT

The City of Long Beach is a Charter City governed by nine City Council Members who are elected by district and a Mayor who is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full-service City providing all traditional public services. Over 5,400 full and part-time employees support municipal operations with the majority being represented by eleven employee associations. In addition to its traditional services, Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The city also has its own full-service commercial airport, an Energy Resources Department, and is one of only three cities in California with its own Health Department.

The proposed FY 2019 total budget is approximately \$3 billion, with a General Fund budget of over \$500 million. The City has diverse funding sources, including revenues from the production of oil, a water and a gas enterprise, a major port, a large municipal marina, and an airport.

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THE DEPARTMENT

The Financial Management Department has 255 employees - 135 in financial operations and 120 in fleet services operations. The Department provides a wide array of financial services both to internal customers and the community and is managed by the Finance Director/Chief Financial Officer (CFO) for the City. The Department provides leadership and guidance for financial policies, financial planning, and financial controls. Financial functions include central accounting and accounting support for City departments, budget planning, development and preparation, payroll, controls, debt and investment management, utility billing, collections of miscellaneous taxes, bill collection, business licensing, purchasing, and accounts receivable and payable. The Department also manages fleet services for the City. The Department is comprised of eight (8) bureaus.

Administration Office

The Administration Office provides support and coordination for the other seven Bureaus within Financial Management. It plays a key role in departmental strategic planning, research efforts and exploring new methods for maximizing efficiencies and reducing ongoing costs.

Budget Office Bureau

The Budget Office manages all aspects of budget planning and development, financial planning, revenue management and development, and special projects. Development and recommendation of policies and practices are an important component of the Bureau's responsibilities.

Business Services Bureau

The Business Services Bureau provides purchasing tools, guidance and assistance to departments in addition to conducting competitive procurements that meet high value or citywide departmental purchasing needs. The Bureau supports citywide labor regulation compliance with regard to City construction contracts. The Bureau also administers business licenses, including cannabis businesses.

Controller's Office Bureau

The Controller's Office manages the City's accounting functions, financial reporting and financial controls, and provides accounting, payroll, and support services to City departments.

Treasurer's Office Bureau

The Treasurer's Office manages a \$1.6 billion investment portfolio and the City's debt operations including more than \$2.1 billion in outstanding debt. The Bureau manages the City's cash position and monitors related controls, and provides



administrative services to two deferred compensation programs, a utility district and eight community facility districts. The City's investment portfolio is rated "AAf" by Standard & Poor's. As an issuer of debt, the City of Long Beach received affirmation of "Aa2", "AA", and "AA" from Moody's, Standard and Poors, and Fitch Ratings, respectively.

Commercial Services Bureau

The Commercial Services Bureau provides a wide range of customer and financial services to the City and its residents, including billing, collections, payment processing, and the customer services/cashiering center for the City.

Financial Controls Bureau

The Financial Controls Bureau is intended to support continuous improvement in controls and an associated culture that supports financial management and controls. It also supports a help desk operation for the City's financial systems. The Bureau's current focus is the design and implementation of the City new Enterprise Resource Planning (ERP) system.

Fleet Services Bureau

The Fleet Services Bureau provides a comprehensive fleet management program including acquisitions, maintenance, towing and fuel management. The Bureau is a leader in Green Fleets and was ranked 6th in the nation for 2018 by Government Fleet Magazine.

THE POSITION

The Deputy Finance Director is an executive management position. This position reports to and works with the Finance Director/CFO to manage the City's financial operations, provide policy recommendations and financial planning for the City, and assist and support the Finance Director /CFO in a variety of executive and managerial functions. The Deputy Finance Director has oversight of most Bureaus in the Financial Management Department, will work with the City's department heads and elected officials, including the Mayor and Members of the City Council, and has substantial authority to accomplish his/her responsibilities. The Deputy Finance Director is a key participant in managing the City's financial operations and in addressing and managing financial challenges.

CHALLENGES AND OPPORTUNITIES

The City has many exciting opportunities and challenges to address, many of them having significant financial and budgetary components. Current challenges include:

- Implementing multiple phases of a new ERP system and designing and implementing new financial business processes.
- Succession planning for vacancies and pending retirements.
- Investigating and implementing various financings of different kinds.
- Navigating through several expected difficult budget years and developing long range approaches to funding operations and infrastructure needs.
- Implementing and stabilizing new cannabis business licensing operations.



THE IDEAL CANDIDATE

Experience and Education

- At least five (5) years of progressively responsible and related experience in government finance, three (3) years of which entailed supervisory responsibilities. Government experience can include work as an assistant finance director, a finance director for a smaller government agency, or experience managing a budget process in a large operation.
- Bachelor's Degree from an accredited college or university, preferably in finance, business, public administration, business administration or a closely related field. A Master's Degree in one of these fields is highly desirable as is knowledge of accounting principles and practices.

Desired Characteristics

The successful candidate should have the proven ability to lead, solve problems, and deal tactfully and effectively with employees, public officials and the public. He/she should be intelligent, have outstanding verbal and written communication skills, as well as a high level of political insight and sensitivity, and be able to enhance employee morale. He/she should be skilled in analysis and in making presentations, both from a technical and political viewpoint.

The ideal candidate will have a positive, "can do" approach, and a commitment to a high quality and accurate work product.

The success of the Department depends on its staff and their ability to have inter-departmental relationships throughout the City in a cooperative and problem-solving manner. The successful candidate will be able to work collaboratively in a team setting, with the Finance Director/CFO and the Department Bureau Managers to solve problems and develop policy.

It is important for this person to be flexible and comfortable in this informal, although intense environment. The ideal candidate will have a positive, "can do" approach, and a commitment to a high quality and accurate work product. In addition, he/she should be able to:

- Enhance the vision for the Financial Management Department and its bureaus.
- Adapt his/her approach to Long Beach's political, organizational and people environment.

- Encourage and graciously receive (and provide) input, feedback, and suggestions from multiple sources at various levels and make the best possible decisions based on that input.
- Develop an even stronger financial operation, including providing for strong staffing with succession planning and back-up.
- Develop a strong relationship with the Finance Director/CFO to work together to define and advance the goals and vision of the Financial Management bureaus and to improve City finances and budgeting.
- Take initiative to identify and solve problems and improve operations and the financial status of the City.
- Build relationships and develop the confidence of the Mayor, City Council, City Manager and Departments.
- Communicate verbally and in writing in a comprehensive and timely manner.
- Anticipate the needs and questions of the Finance Director, City Manager and City Council.
- California experience, while helpful, is not necessary.

COMPENSATION

The salary range for this position is \$160,000 - \$190,000; placement within this range is dependent upon experience and qualifications. The City of Long Beach offers an excellent compensation and benefits program. The attractive benefits program includes:

Retirement – California Public Employees' Retirement System (CalPERS) with a benefit of 2.5% at 55 for Classic members (prior or current CalPERS or reciprocating agency members with less than a 6-month break in service) or 2% at 62 for New members as defined by PEPR, subject to the limitations set by CalPERS. Coordinated with Social Security. The employee portion is pre-tax.

Health/Dental/Vision Insurance – The health and dental plans offer two coverage options: one HMO, and one PPO plan, with one option for vision coverage. The City pays a major portion of the premium for employee and dependents. Employee cost (pre-tax) is based on coverage(s) selected.

Flexible Spending Accounts (FSA) – Available via pre-tax voluntary employee deduction(s). Debit card available for health-related FSA expenses.

Vacation – 12 days (96 hours) annually after one (1) year of service; 15 days (120 hours) annually after four (4) years, 6 months of service; 20 days (160 hours) annually after 19 years, 6 months of service.

Holidays – Nine (9) designated holidays, plus four (4) days (32 hours) of personal holiday leave per calendar year (prorated for first year of employment).

Executive Leave – 40 hours (5 days) of leave granted every calendar year (negotiable depending on previous vacation time).

Sick Leave – A maximum of 12 days (96 hours) per year. Unlimited accumulation. Conversion upon retirement to cash credit toward health and/or dental insurance premiums, or retirement service credits.

Bereavement – Three (3) days for death or critical illness of an immediate family member, plus three (3) days of accrued sick leave, if needed.

Auto Allowance – \$425.00 per month.

City-paid short and long-term disability coverage – Employee can choose to self-pay monthly premium – election is irrevocable.



Life Insurance – City-paid life insurance equal to three (3) times annual salary up to a maximum of \$500,000; plus \$20K. Voluntary life insurance policy available from \$25,000 up to \$500,000; No medical questions asked for limits up to three (3) times annual salary up to \$300K. Coverage available for spouse (registered domestic partner) and dependent children.

Long Term Care Insurance – Available through UNUM via voluntary employee deduction.

Deferred Compensation – Available through ICMA Retirement Corporation (ICMA-RC) via pre-tax voluntary employee deduction(s), up to annual deferral limits. ICMA-RC also provides professional, no-cost financial planning services.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

www.bobmurrayassoc.com

to apply online.

**Filing Deadline:
November 5, 2018**

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 & Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Long Beach. 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

An EOE/ADA Employer

The City of Long Beach is an Equal Opportunity Employer that values and encourages diversity in their workforce. In accordance with the Americans with Disabilities Act of 1990, if a reasonable accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-6277. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

