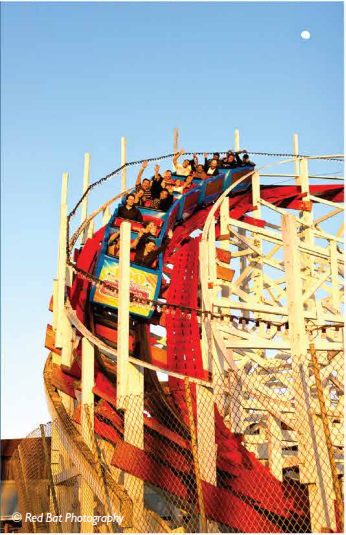


INVITES YOUR
INTEREST IN
THE POSITION OF

FINANCE
DIRECTOR



THE COMMUNITY

Santa Cruz is located in one of the most beautiful areas in California on the sunny, northern side of the Monterey Bay, 70 miles south of San Francisco and 30 miles southwest of San Jose. Situated between magnificent redwood-forested mountains and the white-capped splendor of the Pacific Ocean, Santa Cruz is one of California's most popular seaside resorts, with twenty-nine miles of beaches and the historic Beach Boardwalk seaside amusement park. The mild Mediterranean climate invites all to enjoy the numerous forest and mountain trails, spectacular ocean vistas, and rich and varied marine life. Recreational facilities in Santa Cruz include seventeen state parks and beaches, five golf courses, and a small craft harbor. As the gateway to the Monterey Bay National Marine Sanctuary, Santa Cruz offers a full range of activities for water sports enthusiasts, including kayaking, sailing, ocean fishing, and surfing.

Santa Cruz has numerous art galleries and a thriving music scene. A wide variety of outstanding cultural and special events are offered year-round, including Santa Cruz Shakespeare, the Cabrillo Music Festival, the "Woodies on the Wharf" vintage car parade, the Santa Cruz Blues Festival, and many exciting national surfing competitions. Area museums include the Museum of Art and History, the Museum of Natural History, and the Surfing Museum.

The City's population is approximately 65,500; however, the City of Santa Cruz serves a larger population as the regional center and county seat of Santa Cruz County. Santa Cruz possesses a flourishing and diverse local economy based on tourism, retail, agriculture, services, and high-tech industry. This popular coastal community is also home to distinguished educational institutions. The Santa Cruz City School District is one of only 388 school districts in the entire nation to be named to the AP Achievement List for significant gains in Advanced Placement access and student performance. Pacific Collegiate School, a public charter school, was ranked No. 1 in the state and No. 10 in the nation by U.S. News and World Report in 2017. Highly regarded University of California, Santa Cruz has a student population of approximately 16,000 undergraduates and 1,500 graduate students.

In 2013, Forbes.com ranked Santa Cruz No. 6 on its national Best Cities for Future Job Growth list; already in 2018, it has been named one of the "Top 100 Best Places to Live" by livability.com and one of the "30 Best Small Cities in the U.S." by National Geographic Traveler magazine.

Well known for water sports such as sailing and paddle boarding, Santa Cruz is world-famous as one of the top surfing spots.

Visit the City's website at www.cityofsantacruz.com to learn more about this interesting and exciting community.

Santa Cruz is located in one of the most beautiful areas in California on the sunny, northern side of the Monterey Bay, 70 miles south of San Francisco and 30 miles southwest of San Jose.

THE CITY GOVERNMENT

The City of Santa Cruz was incorporated as a town in 1866 and received its first charter as a city in 1876. In 1948, the City adopted a new City Charter. This charter established a council/manager form of government, with the Mayor and six Councilmembers setting policy for the City, and city manager serving as chief administrator of those policies. The seven Councilmembers are elected at-large for four-year terms. The terms are staggered so that three or four council seats are filled at the general election in November of each even numbered year. Service on the Council is limited to two consecutive terms. Each year in November, the Council elects one of its members as Mayor and another as Vice Mayor.

With nearly 850 authorized staff positions and twelve (12) Departments, Santa Cruz is a full-service city that operates four utilities including water, wastewater, stormwater, and refuse collection/landfill operations, as well as enterprise operations for parking facilities and a golf course. Library services are provided through a Joint Powers Authority agreement that includes the cities of Santa Cruz, Capitola, and Scotts Valley as well as the County of Santa Cruz.

City operations in FY 2021-22 are supported by a total budget of \$369 million, which includes an operating budget of \$257 million and capital project appropriation of \$112 million. The City is also investing approximately \$316 million in water-related capital improvement projects over ten years. Almost half of Santa Cruz's total budget is comprised of enterprise funds. The City holds an AA+ bond rating with Fitch and maintains healthy General Fund reserves and investment portfolios.



THE DEPARTMENT

The Finance Department provides chief financial support of and advises on financial matters for the City. The Department's primary objective is to support the development of fiscal strategies to ensure that sufficient fiscal resources are available to meet the City's goals and objectives.

The Department maintains the City's accounting records; collects and invests City revenues; pays invoices; handles purchasing functions of the City; conducts financial forecasting; and reports on the City's financial status. The Department's responsibilities are carried out by a staff of 32.

The Finance Department is organized into four functional areas:

Accounting, Budget, Financial Report, and Revenue

This division directs overall department operations; performs short-range and long-range financial planning; monitors financial condition of the City; develops and implements financial policies, plans, and reporting systems that help the operating departments achieve their objectives while ensuring the City's long-term fiscal health; prepares the City budget; and prepares annual financial reports.

Accounts Payable

The Accounts Payable Division processes all City disbursements; ensures that all payroll and vendor records are maintained and reported in accordance with federal and state tax laws; administers the capital asset policy; provides division-related professional accounting services, including the projection of personnel costs; and administers refundable deposits, petty cash, and unclaimed checks.

Purchasing

The Purchasing Division provides services for all City departments and is responsible for ensuring that expenditures comply with the law; issues Purchase Orders and provides fair and prompt service to the City's business community; ensures that goods and services received comply with the City's terms and conditions; and maintains on-line bids and RFPs.

Risk and Safety Management, Revenue Audits, and Advanced Debt Collection

This division oversees and directs the City's Risk Management, loss control, and liability insurance administration programs; manages general liability and property insurance coverage, retaining loss exposure for the first \$1,000,000 of each liability claim; conducts audits of hotels and motels in accordance with the City's transient occupancy



tax law; manages the City's debt collections recovery programs; and coordinates the City's employee safety programs.

Additional services included within the Finance Department are external tax compliance identification and audit programs, advanced debt collection including court room representation, a growing risk prevention program, external debt issuance support, employee fiscal training certification, and lead on certain internal and external communication initiatives.

THE IDEAL CANDIDATE

The Finance Director serves as the City's Chief Financial Officer (CFO) and the key adviser to the City Manager and City Council on finance-related matters. The City's Finance Director will be a skilled strategist who maintains a long-term perspective on Santa Cruz' finances and the conditions that affect the overall fiscal

health of the organization as well as the community. As the City's top financial advisor, the Finance Director will serve as a key resource for high level guidance and decision making.

The City is seeking a dynamic, strategic, and experienced financial professional who is proactive, fiscally prudent, and has a strong commitment to customer service and a history of applying imaginative solutions to financial, programmatic, and operation challenges encountered on the job. The ideal candidate will practice transparency and an open-door policy and have a successful track record of consensus building. A thorough understanding of municipal finance is required; experience with debt service and related activities is desirable. A candidate who understands

The ideal candidate will practice transparency and an open-door policy and have a successful track record of consensus building.

the role of the Finance Department and has experience in supporting the negotiation efforts of all other departments in this high-performing organization will be valued.

Candidates who will foster a collaborative, cohesive, and high-performing working environment are highly desired. The new Director will be one who develops a reputation for leading teams that produce high quality work with a strong customer service orientation. This professional will be able to develop organizational development strategies, then be able to inspire staff to align and execute them. The ideal candidate will be skilled at building effective working relationships with internal and external stakeholders and individuals at all levels of the organization. Exceptional interpersonal and communication skills are essential to a candidate's success. The Finance Director will be able to confidently and comfortably communicate with a wide range of audiences and represent the City in a variety of public forums; the ideal candidate can effortlessly communicate complex financial information in a way that any audience can understand.

Qualified candidates will have a minimum of six (6) years' experience of increasing responsibility in finance including at least three (3) years of management experience in a similar municipal setting. A Bachelor's degree in business or public administration, accounting, finance, economics, or related discipline is required; a Master's degree is preferred.

THE COMPENSATION

The annual salary range for the Finance Director is \$161,508 to \$206,064; placement within this range is dependent upon qualifications. In addition, the City of Santa Cruz offers the following benefits:

Retirement – All regular employees become members of PERS

Tier 2 (Classic) – 2% @ 60; 12.00% employee contribution

Tier 3 (Pepra) – 2% @ 62; 12.25% employee contribution

Employees are vested after 5 years of membership. No Social Security is withheld.

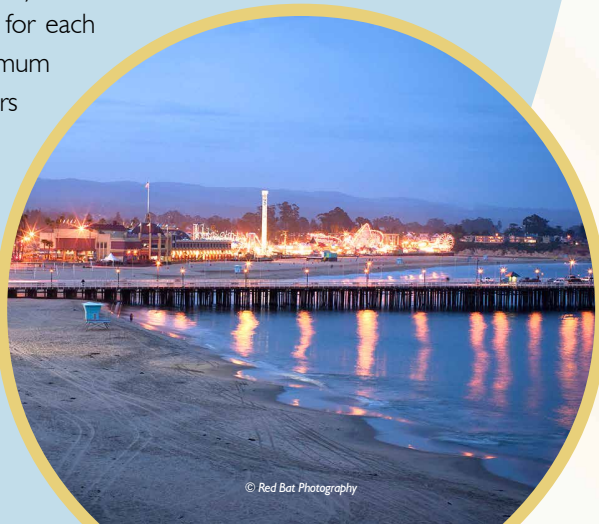
Medical – Depends on plan selected; City generally pays at least 90% of the cost of coverage. Employees make a minimum contribution of \$100/month.

Dental/Vision/Employee Assistance Program – City currently pays full cost of employee and family coverage.

Life Insurance – City provides a \$25,000 life insurance policy.

Long-term Disability – City provides a long-term disability plan.

Vacation and Other Leave – 80 hours of vacation per year for up to 5 years of service; 120 hours of vacation per year for 6-10 years of service, plus 8 hours for each year after 10 years up to a maximum of 160 hours per year. Eight hours of sick leave is accrued per month. Up to eleven paid holidays and 24 hours of floating holidays per year.



© Red Bat Photography

Management Leave/Optional Benefit Plan – 80 hours of additional vacation per year. A \$1,300 (less than 10 years) or \$1,500 (greater than 10 years) annual contribution may be used to purchase additional vacation, be placed in deferred compensation account, or be paid in cash (cashout limited to 20 hours).

Additional benefits include 457 Deferred Compensation Plan, Accident Protection Insurance, Cancer and Critical Illness Insurance, Direct Deposit, Discount Bus Pass Program, Flexible Spending Plans for Health & Dependent Care, Longevity Pay (2.5% after 10 years), In lieu Medical Reimbursement of \$200/month, Supplemental Life Insurance, Tuition Reimbursement, and Vehicle Allowance.

TO APPLY

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

Filing Deadline:

Open Until Filled.

Applications will be reviewed as they are received.

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. 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. Finalist interviews will be held with the City of Santa Cruz. Candidates will be advised of the status of the recruitment following selection of the Finance Director.

If you have any questions, please do not hesitate to call Valerie Phillips of Bob Murray & Associates at:

(916) 784-9080

