CITY OF SAN MATEO, CA INVITES YOUR INTEREST IN THE POSITION OF FINANCE DIRECTOR

organization would be highly valued. The Finance Director is a key member of the City’s executive team and will help to define the City’s vision and strategy. Excellent project management and communication skills are essential to this position; the ideal candidate will exhibit an aptitude for clear, concise, and direct communication, as well as the ability to succinctly summarize complex financial information. The new Director will be expected to maintain positive relationships with and provide presentations to key City stakeholders, including the City Council, the City Manager, other department heads, and citizen commissions, as well as other members of the public.

The typical candidate will possess a Bachelor’s degree with major coursework in accounting or business administration. At least five years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience is required. An advanced degree is highly desirable.

THE COMPENSATION

The control point for the annual salary for the Finance Director is currently under review at $191,234. San Mateo offers a competitive benefits package, which includes, but is not limited to:

- **Retirement** – Enrollment in the PERS 2% @ 55 with 3 year average final comp for “Classic” members and 2% @ 62 with 3 year average final comp for “New” members. Employee pays into Social Security.
- **Health Insurance** – A choice of medical plans with individual coverage of 100% and City paid family coverage up to 90% of the least costly HMO family plan or $100 per month if waived. City paid premiums for: Dental, Vision, Life Insurance and Long-term Disability insurance.
- **Vacation** – 20-25 working days annual vacation, depending on length of service.
- **Leaves** – 12 days per year earned sick leave and family sick leave.
- **Holidays** – 13 paid holidays per year.
- **Programs** – Credit Union, Employee Assistance, Deferred Compensation, and Free Fitness Classes.
- **Housing Assistance** – Residential loans may be secured from the City for an amount not to exceed four (4) times the appointee’s annual compensation.
- **Auto Allowance** – $375 per month unless assigned a City vehicle.

TO APPLY

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

Filing Deadline:

May 11, 2015

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 San Mateo. 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 contact Mr. Bob Murray at: (916) 784-9080
THE COMMUNITY

The City of San Mateo is a scenic and dynamic San Francisco Peninsula community of approximately 100,000 residents ideally located at the crossroads of three major freeways providing links with San Francisco, San Jose, Half Moon Bay, and the East Bay. In addition to San Mateo’s proximity to both the San Francisco and San Jose International Airports, the City enjoys the Caltrain rail line that provides daily commuter train service from San Jose to San Francisco.

San Mateo is a diverse and vibrant regional hub that boasts a very high quality of life marked by its great neighborhoods and schools and outstanding libraries and parks. It is the second largest city in San Mateo County. Downtown San Mateo offers a variety of exciting opportunities for shopping, dining and entertainment. In addition to the downtown, there are a number of neighborhood serving commercial districts and two of the County’s largest regional shopping centers.

The City’s growth is carefully planned by the elected officials and the citizen volunteers who serve on advisory boards and commissions. As an example, a major multi-decade development project planned and under construction on the former site of the Bay Meadows race track will provide new office, residential, and retail space. The City strategically encourages development that bolsters the economy yet maintains the quality of life for established neighborhoods as expected by businesses and residents alike.

The City takes great pride in its public facilities with a new state of the art library, a new police station, and three new fire stations, which are designed as certified “green buildings,” incorporating energy saving and environmentally sensitive features. The City is working to incorporate green and sustainable practices in all development. Over the next 20 to 30 years, the City anticipates investing $1.0 billion in an extremely robust Capital Improvement Program encompassing all development. Over the next 20 to 30 years, the City anticipates investing $1.0 billion in an extremely robust Capital Improvement Program encompassing all development. The City is working to incorporate green and environmentally sensitive features. The City is working to incorporate green and environmentally sensitive features. The City is working to incorporate green and environmentally sensitive features. The City is working to incorporate green and environmentally sensitive features. The City is working to incorporate green and environmentally sensitive features.

The City’s growth is carefully planned by the elected officials and the citizen volunteers who serve on advisory boards and commissions. As an example, a major multi-decade development project planned and under construction on the former site of the Bay Meadows race track will provide new office, residential, and retail space. The City strategically encourages development that bolsters the economy yet maintains the quality of life for established neighborhoods as expected by businesses and residents alike. The City’s growth is carefully planned by the elected officials and the citizen volunteers who serve on advisory boards and commissions. As an example, a major multi-decade development project planned and under construction on the former site of the Bay Meadows race track will provide new office, residential, and retail space.

THE DEPARTMENT

The Finance Department has five divisions: Administration & Budget, Accounting Services, Treasury, Payroll, and Purchasing. The Department has an operating budget totaling $3 million. The Department has a staff of 17+ employees.

Administration and Budget: This program is responsible for planning, coordinating, and preparing the City’s Two-Year Business Plan (Budget) for submission to City Council, the periodic financial updates and analysis used for the city long-term financial plan, assisting the City Manager’s Office in the Capital Improvement Program (CIP) development process, and oversight of the issuance of municipal debt. This program also oversees the administration of the finance Department and management of its staff members.

Accounting Services: This program is responsible for maintaining the city’s internal controls and a governmental accounting system that presents accurately the financial operations of the City in conformity with Generally Accepted Accounting Principles; development of the Comprehensive Annual Financial Report (CAFR), accounts payable, and debt annual continuing disclosures reports.

Treasury Management: This program is responsible for ensuring that all revenues due to the City are collected, safely deposited and prudently invested in a timely manner; that adequate cash flow is available to meet the City’s needs; and that disbursements of City funds are properly authorized. In addition, the program is responsible for the City’s business licensing program and the annual revision of the City fee manual.

Payroll: This program oversees the accurate processing of the bi-weekly payroll for the City’s full and part-time employees, payment of required taxes and payments to the City’s benefit vendors, and production of required reports.

Purchasing Services: This program is responsible for ensuring a high level of administrative support services in Purchasing that are reliable and responsive to the needs of all City departments.

THE POSITION

Under the administrative direction of the City Manager, the Finance Director will plan, organize, and direct the financial activities of the City including the accounting and financial reporting, treasury and investment management, debt management, operating and capital budgeting, payroll, business licensing, and purchasing. The Finance Director may participate in meetings before citizens, elected officials, committees, and boards on financial and administrative matters of the City. The Finance Director will implement performance management within the Finance Department and help ensure that the City of San Mateo is a high performing organization.

Responsibilities of the Finance Director include direct and indirect supervision of management, professional, technical, and clerical staff. Depending upon assignment, duties may include, but are not limited to: developing and implementing goals, objectives, policies, and priorities; assisting in the preparation, implementation, and control of the City’s annual operating and capital improvement budget; forecasting City revenues, expenditures, and year-end balances; reviewing, evaluating, and recommending improvements to the City’s administrative and financial internal control systems and procedures, and insure audit compliance; investing and maintain records of City funds and municipal bonds; and providing financial support and assistance to City departments.

THE IDEAL CANDIDATE

The City of San Mateo is seeking an experienced professional who is a team-oriented and collaborative leader committed to innovative problem solving, customer service and performance management. A leader who imparts a service orientation to staff, inspires teamwork, builds relationships, maintains a positive and productive work environment, utilizes a participative management style, has a can-do attitude, and can be decision and take effective action when appropriate is sought.

This is an excellent opportunity for a hands-on Finance Director with a breadth of financial services experience and skill in strategic planning. The ideal candidate will have a broad knowledge base in the areas of financial planning and analysis, revenue projection and budgeting, accounting and financial reporting, public debt, and fund accounting. A candidate who understands the role of the Finance Department in supporting the work of all other Departments in a high-performing environment, utilizes a participa...
THE COMMUNITY

The City of San Mateo is a scenic and dynamic San Francisco Peninsula community of approximately 100,000 residents ideally located at the crossroads of three major freeways providing links with San Francisco, San Jose, Half Moon Bay, and the East Bay. In addition to San Mateo’s proximity to both the San Francisco and San Jose International Airports, the City enjoys the Caltrain rail line that provides daily commuter train service from San Jose to San Francisco.

San Mateo is a diverse and vibrant regional hub that boasts a very high quality of life marked by its great neighborhoods and schools and outstanding libraries and parks. It is the second largest city in San Mateo County. Downtown San Mateo offers a variety of exciting opportunities for shopping, dining and entertainment. In addition to the downtown, there are a number of neighborhood serving commercial districts and two of the County’s largest regional shopping centers.

The City’s growth is carefully planned by the elected officials and the citizen volunteers who serve on advisory boards and commissions. As an example, a major multi-decade development project planned and under construction on the former site of the Bay Meadows race track will provide new office, residential, and retail space. The City strategically encourages development that bolsters the economy yet maintains the quality of life for established neighborhoods as expected by businesses and residents alike.

The City takes great pride in its public facilities with a new state of the art library, the City takes great pride in its public facilities with a new state of the art library, regional hub that boasts a very high quality of life marked by its great neighborhoods and schools and outstanding libraries and parks. It is the second largest city in San Mateo County. Downtown San Mateo offers a variety of exciting opportunities for shopping, dining and entertainment. In addition to the downtown, there are a number of neighborhood serving commercial districts and two of the County’s largest regional shopping centers.

The City of San Mateo is a high performing organization. The Finance Director will implement performance management within the Finance Department and help ensure that the City of San Mateo is a high performing organization.

THE DEPARTMENT

The Finance Department has five divisions: Administration & Budget, Accounting Services, Treasury, Payroll, and Purchasing. The Department has an operating budget totaling $3 million. The Department has a staff of 17 employees.

Administration and Budget: This program is responsible for planning, coordinating, and preparing the City’s Two-Year Business Plan (Budget) for submission to City Council, the periodic financial updates and analysis used for the city long-term financial plan, assisting the City Manager’s Office in the Capital Improvement Program (CIP) development process, and oversight of the issuance of municipal debt. This program also oversees the administration of the Finance Department and management of its staff members.

Accounting Services: This program is responsible for maintaining the city’s internal controls and a governmental accounting system that presents accurately the financial operations of the City in conformity with Generally Accepted Accounting Principles; development of the Comprehensive Annual Financial Report (CAFR), accounts payable, and debt annual continuing disclosures reports.

Treasury Management: This program is responsible for ensuring that all revenues due to the City are collected, safely deposited and prudently invested in a timely manner; that adequate cash flow is available to meet the City’s needs; and that disbursements of City funds are properly authorized. In addition, the program is responsible for the City’s business licensing program and the annual revision of the City fee manual.

Payroll: This program oversees the accurate processing of the bi-weekly payroll for the City’s full and part-time employees, payment of required taxes and payments to the City’s benefit vendors, and production of required reports.

Purchasing Services: This program is responsible for ensuring a high level of administrative support services in Purchasing that are reliable and responsive to the needs of all City departments.

THE POSITION

Under the administrative direction of the City Manager, the Finance Director will plan, organize, and direct the financial activities of the City including the accounting and financial reporting, treasury and investment management, debt management, operating and capital budgeting, payroll, business licensing, and purchasing. The Finance Director may participate in meetings before citizens, elected officials, committees, and boards on financial and administrative matters of the City. The Finance Director will implement performance management within the Finance Department and help ensure that the City of San Mateo is a high performing organization.

Responsibilities of the Finance Director include direct and indirect supervision of management, professional, technical, and clerical staff. Depending upon assignment, duties may include, but are not limited to: developing and implementing goals, objectives, policies, and priorities; assisting in the preparation, implementation, and control of the City’s annual operating and capital improvement budget; forecasting City revenues, expenditures, and year-end balances; reviewing, evaluating, and recommending improvements to the City’s administrative and financial internal control systems and procedures, and insure audit compliance; investing and maintain records of City funds and municipal bonds; and providing financial support and assistance to City departments.

THE IDEAL CANDIDATE

The City of San Mateo is seeking an experienced professional who is a team-oriented and collaborative leader committed to innovative problem solving, customer service and performance management. A leader who imparts a service orientation to staff, inspires teamwork, builds relationships, maintains a positive and productive work environment, utilizes a participative management style, has a can-do attitude, and can be decision and take effective action when appropriate is sought.

This is an excellent opportunity for a hands-on Finance Director with a breadth of financial services experience and skill in strategic planning.

The ideal candidate will exhibit an aptitude for clear, concise, and direct communication, as well as the ability to succinctly summarize complex financial information.
organization would be highly valued. The Finance Director is a key member of the City’s executive team and will help to define the City’s vision and strategy. Excellent project management and communication skills are essential to this position; the ideal candidate will exhibit an aptitude for clear, concise, and direct communication, as well as the ability to succinctly summarize complex financial information. The new Director will be expected to maintain positive relationships with and provide presentations to key City stakeholders, including the City Council, the City Manager, other department heads, and citizen commissions, as well as other members of the public. The typical candidate will possess a Bachelor’s degree with major coursework in accounting or business administration. At least five years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience is required. An advanced degree is highly desirable.

THE COMPENSATION

The control point for the annual salary for the Finance Director is currently under review at $191,234. San Mateo offers a competitive benefits package, which includes, but is not limited to:

**Retirement** – Enrollment in the PERS 2% @ 55 with 3 year average final comp for “Classic” members and 2% @ 62 with 3 year average final comp for “New” members. Employee pays into Social Security.

**Health Insurance** – A choice of medical plans with individual coverage of 100% and City paid family coverage up to 90% of the least costly HMO family plan or $100 per month if waived. City paid premiums for: Dental, Vision, Life Insurance and Long-term Disability insurance.

**Vacation** – 20-25 working days annual vacation, depending on length of service.

**Leaves** – 12 days per year earned sick leave and family sick leave.

**Holidays** – 13 paid holidays per year.

**Programs** – Credit Union, Employee Assistance, Deferred Compensation, and Free Fitness Classes.

**Housing Assistance** – Residential loans may be secured from the City for an amount not to exceed four (4) times the appointee’s annual compensation.

**Auto Allowance** – $375 per month unless assigned a City vehicle.

TO APPLY

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

Filing Deadline:
May 11, 2015

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 San Mateo. 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 contact Mr. Bob Murray at: (916) 784-9080