



San Gabriel
CITY WITH A MISSION



Invites you to apply for

Finance Director

\$12,113 – \$14,724
per month



Imagine...

...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.

The Community

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. San Gabriel is a great place to live, work and visit.

The Organization

San Gabriel operates under the Council/Manager form of government. The Council is elected at large to four-year overlapping terms, with the Mayor appointed by majority vote of the City Council. Mark Lazzaretto, appointed by the City Council, is the current City Manager. The City's general fund budget for FY 2019-20 is \$38.5 million, funding approximately 195 full-time employees.

The Department

The Finance Department is responsible for the City's overall financial operations as well as fiscal accountability and adequate control over the use of City funds. Our goal is to provide City stakeholders with accurate and timely financial information, extraordinary customer service, and dependable information technology resources in the most efficient and effective manner. The Finance Department has 11 employees and a total budget of \$2.3 million.

The Position

The City of San Gabriel is seeking a visionary and experienced leader to serve as the Finance Director. As a key member of the City's executive team, the Finance Director plays a lead role in all financial activities of the City and will help in advancing Council initiatives and priorities that serve to enhance the San Gabriel community.

The ideal candidate must be a self-motivated individual with the ability to work in a fast paced environment. He or she will be collaborative, inclusive, tech savvy, committed to exceptional

customer service, and able to motivate and maximize the skills of an experienced, capable staff. We are looking for a Finance Director who can hit the ground running, with knowledge and experience in municipal budgets, audit preparation, debt management, financial forecasting, capital improvement finance, business licenses, internal and proprietary funds and their management, investment of public funds, all relevant federal and state laws, union contracts, retirement and benefits costs, and revenue sources including sales taxes, levies, grants, fees, and utility rates.

The successful candidate must be able to take all individual aspects of the finance function and expertly coordinate them as part of the City's comprehensive finance strategy, consistently delivering timely, accurate information to the City Council, City Manager, and the public. Most importantly, the successful candidate must be able to communicate complex budget and finance concepts in a manner that is easily understood by anyone, regardless of the listener's experience or level of sophistication.

Qualifications

A typical way to obtain the knowledge, skills and abilities would be a bachelor's degree in business administration, accounting, public administration or a closely related field; a master's degree is desirable, and seven years of increasingly responsible experience in public finance, with at least three years in a supervisory or lead capacity.

Compensation & Benefits

San Gabriel provides excellent compensation and benefits. Current monthly base salary range for the Finance Director is \$12,113-\$14,724. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement System (2%@60 for "classic" PERS members; 2%@62 for new PERS members; and participating San Gabriel employees will remain in their existing tier).
- **Health Benefits:** The City contributes up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. The City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere. No cash-out of unused health benefit is allowed.
- **Other Benefits:** City-paid Life Insurance (2x annual salary); Long Term Disability; Employee Assistance Program; Education Tuition Reimbursement Program (based on current Cal State University quarterly rates).
- **457 Deferred Compensation:** City provides three (3) 457 investment plan options for employees. Enrollment is optional and the City makes no monetary contribution to the plans.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City makes no contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Leaves:** 60 hours of administrative leave per calendar year; 96 hours of sick leave per calendar year; vacation accrual starting at 80 hours per year (increases to 160 hours based on years of service/longevity); 104 hours of holiday per year.
- **Annual Leave Cash-Out Options:**

- Sick Leave Buy Back – In November of each year, employees may opt to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November period).
 - Vacation Buy Back – In November of each year, employees may opt to cash-out up to 40 hours of unused vacation leave.
 - Holiday Buy Back – In January of each year, employees may opt to cash-out up to 8 hours of unused holiday leave.
- **Alternative 9/80 Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.
 - **Professional Memberships:** Paid membership to select finance organizations and conferences.
 - **City vehicle or vehicle allowance of \$225/biweekly**

We Welcome Your Application

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter directed to City Manager Mark Lazzaretto, (2) professional résumé, and (3) copies of all professional certifications applicable and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **This recruitment will remain open until filled. Periodic application reviews will be conducted and qualified applicants will be invited to an oral interview on a time basis deemed most appropriate and convenient for the City.** *Faxed, emailed, and/or hard copy applications will not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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