



*The City of Manteca invites your
interest in the position of*

FINANCE DIRECTOR



THE CITY VISION

The City of Manteca is a thriving city with a small town feel whose heart is rooted in family values, patriotic tradition, and community service. Our community embraces diversity, innovation, and recreation.

We are the 'Family City'



THE COMMUNITY

This is an exciting time to be in Manteca. Known as the “Crossroads of California” due to its location between the Bay Area and Sacramento region, Manteca is in the midst of evolution, both within the walls of City Hall and throughout the community. The City continues to preserve its “small-town” atmosphere and live up to its designation of “The Family City”, yet it is also welcoming progress and modernization as the second fastest-growing city in California.

Sitting seventy-five miles southeast of San Francisco and approximately sixty miles south of Sacramento, Manteca’s location has spurred rapid population growth, transitioning the City from a farming town to a bedroom community populated by Silicon Valley and Sacramento commuters. The shift to work-from-home culture over the past year has augmented the population even further, turning it toward young families and encouraging those former commuters to settle into the Manteca way of life. With a current population of over 83,000 and growing, Manteca is attracting new residents every day with its sixty-two neighborhood and community parks, public library, municipal golf course, thirteen elementary schools, four high schools and adult education school. Offering both rural and suburban living in its 20.9 square miles, the City provides a balance of diverse housing options, with the average sale price of three- and four- bedroom homes at approximately \$365,000.

Manteca’s prime location along Highway 120 – a major east-west connector from San Francisco to Yosemite National Park – and Highway 99 – one of California’s longest north-south connector freeways – makes this community an ideal location for residents. You could be grabbing dinner on the wharf in San Francisco in just over an hour, or enjoying the great outdoors of Lake Tahoe or Yosemite National Park in under two.

The location is also ideal for all types of development, and the City has already proven its capabilities to support businesses with large-scale developments such as the Big League Dreams sports park and Stadium Center shopping mall. Recently Great Wolf Lodge has constructed a massive new entertainment facility that will be a gateway project for several new commercial development initiatives. Middle class jobs are growing, too, with the reopening of a heritage cheese factory by an Ireland-based food processor.

The City of Manteca is also actively investing in the community. In 2019, the Public Works department secured more than \$23 million in grants to fund improvements like the SR210/McKinley interchange, Main Street improvements, fiber optic installation, new CNG street sweepers and California’s first diverging diamond interchange at Union/120. The City recently completed construction on a new Fire Station and is continuously maintaining its park and recreation facilities.

A SNAPSHOT OF *Manteca*

YEAR INCORPORATED



1918

CITY POPULATION



83K

OF PARKS



62

AVERAGE HOME PRICE



\$365K

THE CITY GOVERNMENT

The City of Manteca was incorporated in 1918 as a general law city and operates under the council-manager form of government. The four members of the City Council and Mayor, who is separately elected, are elected at-large for four-year staggered terms.

All department leaders are appointed by the City Manager. City departments include Public Works, Engineering, Finance, Fire, Recreation & Community Services, Development Services, Police, Legislative Affairs/City Clerk, Employee Services & Engagement, Information Technology & Innovation, City Manager's Office and the City Attorney's Office. Manteca is a full-service city with a General Fund budget of \$45 million and a total budget of \$180 million with a full-time staff of 384.

The City of Manteca believes progressive leadership from our elected officials and City staff is critical to the future of our community. Our team strives to implement positive change, provide creative solutions and identify innovative approaches to advance our departments and better serve our community. Members of the City's leadership team are expected to think, act and operate at a strategic level, and to provide pragmatic and effective business solutions, while adapting and adjusting to an evolving work environment. Leadership team members are also great coaches, mentors and engaged managers.

THE OPPORTUNITY: FINANCE DIRECTOR

The City staff leadership has changed dramatically in the past two years. This change in staff has been a core part of a broader culture change within the organization. The Finance Director will play an integral role in building out the new culture of Manteca by contributing to the City's mission for good government, fiscal transparency and organizational progress.



THE IDEAL CANDIDATE

The ideal candidate for the Finance Director position is a professional with the highest level of integrity, outstanding judgment, leadership and accountability skills. The Finance Director will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style.

The Position requires someone who is fiscally prudent, politically astute, a creative problem solver and has a comfort with and a strong desire for interacting with employees, department directors, elected officials, residents, and diverse stakeholders. Demonstrated success in change management to develop a high-performing organizational culture is highly desirable. The candidate will possess strength of character and depth of knowledge to inspire and lead the Finance Department's talented, dedicated staff. The candidate will be a key member of the Executive Management Team, provide financial advice to the City Manager and City Council, maintain fiscal stability, administer the payroll, and safeguard the assets of the City. They will have the ability to attend special City events including weekends, evenings and holidays, as required, as well as attend night meetings and work extended hours, as needed.



QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would include:

- A minimum of six (6) years broad and extensive experience in public agency accounting and financial analysis, including at least three (3) years of administrative and management responsibility.
- Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, business administration, or a closely related field is also required. A Master's degree in a related field is highly desirable.
- Certification as a Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Certified Government Finance Manager (CGFM) is highly desirable.



RESPONSIBILITIES AND DUTIES

Under general supervision of the City Manager or designee, the Finance Director will be responsible for the following tasks:

- Plan, organize, direct and review the activities and operations of the Finance Department, including accounting, debt and treasury management, budgeting, payroll, revenue collection, purchasing, utility billing and business licenses
- Provide leadership to the finance department and City organization
- Coordinate assigned activities with other City departments and outside agencies
- Assume full management responsibility for all finance department activities; manage the development and implementation of department goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures
- Oversee the preparation of documentation related to the refinancing of existing debt and issuance of new debt; direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager, Assistant City Manager and City Council
- Review, evaluate and recommend improvements to the City's Administrative and financial internal control systems and procedures, and ensure audit compliance
- Direct the design, implementation, and control of automated financial systems in conjunction with the IT and the ESE departments
- Oversee the general accounting functions of the City; provide financial support and assistance to City Departments; ensure compliance with internal controls GASB, State/SCO, Federal rules and regulations and standard accounting practices
- Direct and participate in all financial management and information system activities, manage and coordinate the City's Investment portfolio, administer debt financing programs and secure tax-exempt and other types of financing
- Plan, organize and develop the City's annual operating and capital improvement budgets
- Attend and participate in professional and community meetings; stay current on issues relative to the field of finance, portfolio management and information systems; respond to and resolve sensitive and complex community and organizational inquiries and issues and complaints; establish and maintain a customer service orientation within the Department
- Perform other duties as assigned



COMPENSATION & BENEFITS

The salary for the Director of Finance position is between \$12,362 and \$15,026 monthly dependent upon qualifications. The City also offers an attractive benefits package including:

- **LONGEVITY PAY:** Employees with over five years of continuous employment with the City of Manteca are eligible to be considered for one longevity bonus per year of 10% of one month's base salary. Employees with ten years of continuous employment are eligible for 20% of one month's base salary.
- **DEFERRED COMPENSATION/457 PLAN:** Employees may voluntarily contribute to this plan with a minimum contribution of \$10.00 per pay period (both traditional and ROTH options are available).
- **RETIREMENT PLAN:** CALPERS 2% @ 60 Classic/Tier 2 Members Employee contribution of 7% plus an additional 8% towards the employer contribution for a total of 15%. 2% @ 62 PEPRAs Members Employee contribution of 50% of normal cost (as determined by annually by CalPERS) plus an additional 8% towards the employer contribution. Retiree Health: Employees will receive the Minimum Employer Contribution as established annually by CalPERS.
- **401(a) PLAN:** The City will contribute five percent (5%) to this plan through MissionSquare (formerly ICMARC), and the participant may voluntarily contribute after-tax dollars. Fully vested after 5 years of employment.
- **HEALTH, VISION, DENTAL, LIFE INSURANCE:** The City paid contribution to the monthly premium, which includes the MEC, ranges from \$755.00 for single coverage to \$1,990.00 for family coverage; If Employee chooses to decline health insurance coverage, the City will contribute \$450 to the Member's deferred compensation account or cash in lieu of deferred compensation each month. City paid premiums for dental, vision and life insurance; Life insurance equivalent to annual salary +\$10,000.
- **LONG TERM DISABILITY:** Provided at no cost to the employee. Maximum monthly income benefit of 66 2/3% of the first \$15,000 of base monthly earnings up to a maximum benefit of \$10,000/month.
- **VACATION:** 80 hours of vacation annually up to 4 years of service; 120 hours for 5 to 8 years of service; 152 hours for 9 to 12 years of service; and 184 hours for 13 years and over. Vacation is capped at 2.5 times the accrual rate with no cash out provision (currently under review).
- **ADMINISTRATIVE LEAVE:** 120 hours accrued annually, with a cap of 300 hours and a yearly cash-out option of up to 80 hours.
- **SICK LEAVE:** 8 hours sick leave accumulation per month with no limit on accumulation.
- **HOLIDAY BENEFITS:** 11 holidays annually; 2 floating holidays annually.





SELECTION PROCEDURE

To be considered for this opportunity, please submit a compelling cover letter and resume that reflects your scope of responsibility and significant accomplishments to talent@tripepismith.com by July 15, 2021. If you have questions about the position or the recruitment process please contact Bob Hall at (714) 309-9104.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

**APPLICATION DEADLINE:
JULY 15, 2021**