

The City of Placentia
welcomes your interest in the position of

DIRECTOR OF FINANCE



PLACENTIA
Rich Heritage, Bright Future

THE POSITION

The City of Placentia is seeking a highly experienced and qualified financial professional that has a desire to lead Placentia's Finance team to meet the goals of the City Council, City Administrator, and the Community. There are a number of plans and projects underway that require an experienced and creative leader at the helm.

The City of Placentia places a high value on the pursuit of excellence, which extends into our various advance planning and economic development efforts. The City has been given a unique opportunity with the newly proposed state-of-the art Metrolink Station and parking structure within the Old Town Placentia area. Operational by 2021, the proposed Station will help transform the Packing House District and the Old Town Placentia District into active and vibrant destinations filled with housing, office, retail and restaurants. In addition, in 2019, the Orange County Board of Supervisors approved a partnership to participate in an Enhanced Infrastructure Financing District (EIFD) with the City of Placentia. This is one of four EIFDs established in California, and the first EIFD in the State to involve a partnership between a city and county for improved infrastructure.

The City recently made the decision to transition out of their contract with the Orange County Fire Authority and establish the City of Placentia Fire and Life Safety Department that will officially become operational in July 2020. Establishing City-owned fire services will dramatically improve 911 emergency response times and life-saving services, as well as make these services more transparent and accountable to residents. The transition will also ensure that City fire and EMS services are fiscally sustainable.

The City is also one of two cities in North Orange County leading efforts to construct a 100-bed state-of-the-art shelter, the Navigation Center, that serves 13 cities in the local area. The Navigation Center not only houses the homeless, but provides health resources, job and social skills training, and opportunities to reunite with family and friends, with the goal of integrating North Orange County's homeless to become productive members of society while decreasing the number of homeless in public areas. In addition, the City is also working with Mercy Housing California to develop the Placentia Veterans Village, a high quality, service enriched, affordable housing development for United States Veterans who are homeless and/or disabled. The proposed Development will include 50 furnished apartment homes for veterans, a courtyard, community garden, recreation room and resident services offices, and will be the first of its kind in Orange County.

The City continues to have a balanced budget annually and has instituted a policy to reach the goal of a General Fund unassigned fund balance of 17%. The City was a recent recipient of a Government Finance Officers Association award, recently received a triple credit rating by Standard and Poors, and was successful in passing a one-cent sales tax (Measure U) which is providing a sustainable source of revenue for the City.



Quality leadership is paramount to the City's success. City Administrator Damien Arrula was named by the Orange County Register as one of the Top 100 Most Influential People of the Year for 2018 and 2019. He was also named City Manager of the Year for Orange County by the Association of California Cities Orange County.

In 2016 the City of Placentia became aware of an alleged misappropriation of public funds, of which a majority of the funds have been fully recovered. Since the initial investigation of the alleged embezzlement, new procedures and policies have been implemented by the City to strengthen accounting systems in a manner which exceeds government standards and best practices. The City remains dedicated to the pursuit of excellence and accountability on behalf of the citizens of Placentia.

As can be seen, the City of Placentia is moving forward and is positioned for success in the years ahead. We seek a proven leader that desires to be a part of our dynamic management team in taking Placentia to the next level!



RESPONSIBILITIES & DUTIES

The City has 122 full time staff, including a Finance Department of 7 full time staff. Placentia is a full-service city which includes its own Police Department and a contract with the Orange County Fire Authority. The Director of Finance's Responsibilities and Duties include:

- ▶ Plans and directs the preparation of the annual City budget, including the forecasting of revenues, expenditures, fund balances, and capital projects needs and the implementation of expense controls during the year.
- ▶ Oversees year-end accounting, including the preparation and reconciliation of year end closing financial statements and auditing processes.
- ▶ Directs the general accounting, payroll, accounts payable, accounts receivable, purchasing, contracts administration programs; reviews monthly reports and actual activities to assess the City's financial position on a continuing basis.
- ▶ Evaluates City's revenues, reserves and cash flow from tax subventions, grants, transfers, business licenses, and other fees; makes short-term investments, monitors daily cash flow and maintains the City's investment portfolio, while advising the City Administrator regarding important trends.
- ▶ Establishes Department goals, priorities and timelines for completion of projects and assignments; evaluates department and staff performance in conformance with established objectives.
- ▶ Analyzes and makes recommendations on financial policies, internal controls and accounting procedures. Institutes appropriate changes to increase efficiency, accuracy, and compliance with accounting standards and internal audit controls.
- ▶ Reviews financial and accounting statements, approves the payment of invoices, payroll, expenses, disbursements and other debt obligations as analyzed by accounting staff.
- ▶ Selects, trains, motivates and evaluates department personnel; provides staff training and mentorship; works with employees to correct deficiencies; establishes staff goals and monitors progress; recommends salary increases, and institutes disciplinary action as needed.
- ▶ Prepares periodic and annual financial reports to the City Administrator and other State and local agencies including former Redevelopment Agency and Dissolution Reporting; oversees special studies and reports prepared by staff.
- ▶ Oversees purchasing and contracts administration functions and the establishes and maintains proper procedures and controls.
- ▶ Assists with the City's risk management programs, including Workers' Compensation, General Liability claims and related insurance and safety programs.
- ▶ Advises and consults with the City Administrator, department heads, and other staff regarding financial issues; participates in weekly executive management meetings.
- ▶ Represents the department at City Council meetings, Citizens Fiscal Sustainability Task Force, Financial Audit Oversight Committee and other community meetings as needed; present complex financial reports and recommendations; responds to inquiries.

OUR COMMUNITY

Come be a part of our dynamic team and help deliver the highest quality of public service to the community. Placentia is ripe for growth and improvement and is seeking a highly-qualified and motivated individual who has great integrity, initiative, and a passion for serving residents, business owners, and visitors.

Placentia is located in the northeastern section of beautiful Orange County, approximately 35 miles southeast of Los Angeles. Once the center of the Valencia orange growing/packing industry, Placentia today is a beautiful suburban community offering quality schools, stately churches, wholesome recreation, and a growing Old Town district.

Placentia is located minutes away from distinguished cultural, educational, sports, and resort centers such as California State University at Fullerton, Disneyland, Anaheim Stadium, Orange County Performing Arts Center, the Honda Center, and Knott's Berry Farm, as well as world famous Southern California beaches and mountains.

Incorporated in 1926, Placentia has grown to 51,727 residents. Operating as a Charter City since 1965, Placentia is governed by a five-member City Council. The City operates as a Council-Manager form of government which provides the policy-making leadership of a City Council with the administrative oversight of a City Administrator.

THE IDEAL CANDIDATE

The ideal candidate subscribes to the philosophy of continuous improvement, has tremendous initiative and drive, and demonstrates the highest-level character and ethical standards; a Master's degree/CPA or equivalent highly desirable in public administration, business, accounting or finance from an accredited college or university. A minimum eight (8) years of progressively responsible management experience in finance, accounting, and budgeting in a comparable size organization; including at least three (3) years in a supervisory capacity.



COMPENSATION AND BENEFITS

The City operates on a “4/10” work schedule and offers the following competitive salary and benefits:

Salary – The current annual salary range is \$133,666—\$162,472, increasing to \$147,681-\$179,507 effective July 2020. The actual starting salary will be at the discretion of the City Administrator based upon qualifications.

Educational Incentive Pay – The City provides 2% for Associate's, 4% for Bachelor's, and 6% for Master's degree.

Retirement – PERS 2% at 60 with a 7% employee contribution (classic); 2% at 62 with a 6.25% employee contribution (new members). The City of Placentia does not participate in Social Security.

Auto Allowance – The City provides \$7,200 a year.

Telecommunications Allowance – The City provides \$1,200 a year.

Health Insurance – The City provides up to \$1,877 per month for family coverage to purchase health insurance through the CalPERS Health Benefits program. Medical opt out also available.

Dental & Vision Insurance – Fully paid plan for dental and vision insurance.

Life Insurance – Fully paid life insurance policy equal to annual salary. Additional life insurance available for purchase.

Disability Insurance – Fully paid short-term and long-term disability insurance policies.

Flexible Spending Account – Employees may contribute to a Section 125 Flexible Spending Account on a voluntary basis.

Deferred Compensation – Employees may contribute to a deferred compensation plan on a voluntary basis, the City will match up to 50% of the IRS annual limit.

Holidays – 13 paid holidays per year.

Vacation – Accrual rate of up to 160 hours per year.

Alternative Health & Wellness – 96 hours per year; this program includes an incentive of up to \$1,250 per fiscal year.

Management Administrative Leave – Up to 80 hours per year.

Holiday Closure – The City provides holiday closure hours annually between Christmas Eve and New Year's Day (48 hours in 2020-2021).

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 bob@bobhallandassociates.com by April 3, 2020. 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.

Open until filled. First review date is April 3, 2020.

Send resume and cover letter to *bob@bobhallandassociates.com*.

For questions, please contact Bob Hall at (714) 309-9104

