



CITY OF PALMDALE



invites applications for the position of

DEPUTY DIRECTOR OF FINANCE

RECRUITING SERVICES PROVIDED BY



WHY PALMDALE?

The City of Palmdale is home to over 152,000 residents who enjoy a high quality of life in a family-oriented community. Nestled at the foot of the San Gabriel Mountains, this beautiful desert City is located in north L.A. County just 60 miles northeast of Los Angeles.

The City of Palmdale is poised and ready to be the model city of the future. It is a fast-growing innovative city where young professionals can leave a legacy. Palmdale is an open-minded, employee-centric organization where staff are appreciated and encouraged to contribute new ideas. It is an ever-evolving community where families and singles alike can enjoy a high quality of life.

Beyond all the projects and all the potential, are the people that make the City of Palmdale an exceptional place to work. They are a family of dedicated team members who know each other and care about each other, which is why the employees are able to accomplish so much together. They are proud to have an employee-centric culture and our policies reflect that — the City works on a 4/10 schedule, with four 10-hour workdays, closed every Friday to help employees enjoy work-life balance.

Palmdale is an exceptional place to live

- Raise your family in a close knit community
- Live a healthy lifestyle with hiking trails galore and the Best of the West softball fields
- Experience weekend concerts in the park
- Fill your three-day weekends with fun at DryTown Water Park
- Shop until you drop with a million square feet of shopping
- Work minutes from where you live so you spend less time commuting
- Enjoy peace of mind in one of the safest communities in California
- Find a diverse range of housing listed at livable prices
- Escape to the entertainment capital of the world, the city of Los Angeles, in just one hour

CITY GOVERNMENT

The City of Palmdale operates under a council-manager form of local government. The City is divided into five geographic areas. Voters in each district elect one council representative who also lives in that district. The five-person council designates one of its members to serve as Mayor at the December meeting each year. Additional information on voting districts is provided on the City's website at www.cityofpalmdale.org/Elections.

The City Manager serves at the pleasure of the City Council and administers the City's affairs and carries out policies established by the City Council. The City Council is responsible for passing ordinances, adopting the budget, appointing committees, and hiring both the City Manager and City Attorney. As the CEO, the City Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the City, and for appointing various department heads.



THE POSITION

The Deputy Director of Finance is responsible for providing professional level support to the Director of Finance in a variety of areas including purchasing, accounts payable, budgeting, and fixed assets; assists in planning, organizing, and directing accounting, auditing, cash management, revenue collection, licensing, fixed assets, data processing, grant accounting, and other financial and information activities of the City; and to assist the Director with the budget and other administrative tasks.

The Finance Department is comprised of 15 individuals and this position will oversee a staff of 5. Receives administrative direction from the Director of Finance or their designee. This position exercises direct and indirect supervision over professional and technical staff.

QUALIFICATIONS

EXPERIENCE: Seven years of progressively responsible management experience in local government budgeting, accounting, and financial work including at least five years of direct administrative and supervisory experience.

EDUCATION: A Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field. A Master's Degree preferred.

DUTIES

- Recommends and assists in planning, organizing, and directing the financial activities of the City including bonds, payroll, accounting, cash management, investments, revenue collection, debt services, audits, procurement, asset inventory, insurance programs and licensing services.
- Evaluate goals, objectives, policies, and priorities.
- Recommend improvements to various systems and procedures to meet departmental goals, objectives, policies and priorities including budgeting systems, forecasting programs, and regulatory cash management programs.
- Assist in coordinating, reviewing, evaluating, recommending improvements to the City's administrative and financial internal control systems and procedures, and ensure audit compliance.
- Assist the Director of Finance by coordinating, participating in the preparation of the annual operating, capital and debt service budget, as well as Annual Comprehensive Financial Report (ACFR). Oversee the City's investment portfolio and assist with financial planning.
- Prepare financial reports as required by law; prepare various financial reports and analyses requested by the Director of Finance.
- Represents financial services of City administration to citizens, organizations, auditors and other city agencies/government organizations.
- Informs and answers inquiries, interprets policies, procedures, and actions.
- Responds to challenges by analyzing and developing recommendations for resolutions by implementing programs, procedures, or systems as directed by the Director of Finance.
- Make recommendations with respect to appropriation transfers, financing plans, and other financial activities as requested.
- Assess and monitor the utilization of an automated office and computerized financial and information system.
- Prepare and present financial and administrative reports, analysis and resolutions to the Director of Finance based on the best practices in financial management.
- Provide financial and communication support and assistance to City departments.
- Perform comprehensive administrative analysis as assigned by the Director of Finance.
- Assist to elect, supervise, instruct, train, and evaluate assigned staff.



IDEAL CANDIDATE

The ideal candidate for the Deputy Director of Finance position is a professional with the highest level of integrity, outstanding judgment, leadership and accountability skills. The Deputy Director of Finance 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. Organizational skills and attention to detail are pertinent components of the job. The ideal candidate will be an effective communicator, both written and verbal.

The City is looking for someone with a wealth of experience in accounting and running City investment portfolios, who has the willingness to bring a hands-on approach to the department. Thorough understanding of state, federal regulations and working knowledge of applicable financial practices and procedures is critical for this position.

APPLICATION AND SELECTION PROCESS

First Review Date | July 29, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

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 and final interviews with the Director of Finance and City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE: \$127,628.80 - \$162,884.80 (salary currently under review)

BUSINESS HOURS: Normal operating hours are from 7:30 am to 6:00 pm Monday – Thursday. CLOSED on Friday.

VACATION, HOLIDAYS AND LEAVE: The City provides 15 paid holidays per year and 80 hours vacation (years one through four) with a maximum accrual of 240 hours. Administrative employees accrue 80 hours of administrative leave per year with a maximum accrual of 240 hours.

SICK LEAVE: Employees accrue 96 hours per year with a maximum accrual of 800 hours.

RETIREMENT: The City is a member of the California Public Employees' Retirement System (Cal-PERS). Full-time employees will be enrolled in either the New Member or Classic plan, as defined by CalPERS. New Members are enrolled in the 2% @ 62 formula and pay the full 6.75% employee contribution. Classic Members are enrolled in the 2% @ 60 formula and pay the full 7% employee contribution.

WELLNESS PROGRAM: Employees will be reimbursed up to \$500 per fiscal year for qualified wellness expenses.

INSURANCE: The City offers group health, dental/vision, long term and short term disability, and a \$50,000 life insurance policy for full-time employees. The City contributes towards the employee's health insurance.

DEFERRED COMPENSATION: The City participates in the Mission Square Deferred Compensation Plan. The City will match up to \$100 per month in contributions.

MILEAGE PAY: Any employee may be reimbursed for work related mileage, at a rate consistent with the current IRS guidelines, when assigned to use their personal vehicle on City business.

SOCIAL SECURITY: The City does not participate in Social Security, and does not deduct Social Security payments from any employee's salary. The City does deduct 1.45% of salary for Medicare & makes a 1.45% matching contribution.

