



City of Novato is recruiting for a

FINANCE MANAGER



A LASTING LEGACY ... A VISION FOR THE FUTURE

The City of Novato is seeking a Finance Manager to join our Administrative Services Department and provide high-level financial management leadership. The ideal candidate will have excellent financial, management and strategic skills and will embrace complex challenges with enthusiasm and creativity. The Finance Manager will help lead the City's continuing efforts to long-term financial health and sustainability and be part of the development and support of a vibrant business community with economic growth. This is an excellent opportunity for a talented professional to lead the Finance Division and participate in the City's financial initiatives such as the implementation of our new financial management system in 2017 that will transform the City's finances and services. Come join our dynamic team as we move forward on a number of new and exciting initiatives!



THE POSITION

The Finance Manager is an excellent opportunity for someone who is a strategic financial leader and a committed professional to join our new executive management team. The Finance Manager will report to the Assistant City Manager and work closely with the City Manager on major citywide projects and play a lead role in leading the City's efforts to long-term financial health and sustainability.

The Finance Manager oversees and coordinates the City's financial activities including, budgeting, financial reporting, accounting, payroll and purchasing leading a highly talented staff of four accounting professionals including an Accounting Supervisor, Payroll/Accounting Technician and two Accounting Assistants. The individual manages \$70 million in invested funds, pays debt and facilitates any bond issuances. The Manager works closely with City departments to develop the \$65 million annual budget, forecast revenues and administer the City's award winning budget.

The ideal candidate will have high-level financial management skills and thrive in a collaborative environment. In addition to the Finance Manager's internal role, this position also interacts with the City Council, City management and the community regarding the City's finances and chairs the Novato Citizens Finance Advisory/Oversight Committee. This candidate will have the ability to work as a team member with employees at all levels in the organization, while simultaneously working as a partner with elected and appointed officials and the public and be able to articulate and explain complex financial issues in a clear and concise manner.

CURRENT FINANCIAL SITUATION

The Novato community successfully passed a ballot in 2015 establishing Measure C to maintain essential services and support the City's fiscal stability. Measure C is a ¼ cent tax that will provide \$2.5 million annually for a minimum of 20 years for Novato services. The mission of the Novato Citizens Finance Advisory / Oversight Committee is to provide regular feedback, insight and recommendations and report periodically to the City Council on a variety of financial matters including Measure C oversight and financial policies, long-term fiscal sustainability, budget and forecast assumptions.

The Committee also shall act as the official Citizens Oversight Committee as required by the Novato transactions and use tax ordinance.



NEW INITIATIVES INCLUDE:

The Finance Manager will have a central role in the following City projects:

- Complete comprehensive fee studies and develop policy options on Development Impact Fees
- July 2017 -go live with New World Financial Management ERP software module
- Late 2017 -transition to New World Payroll and HR modules and go live in January 2018
- Re-finance four series of bonds: 2005, 2005A, and 2011 redevelopment bonds and the Pointe Marin CFD bonds
- Issue two RFP's: external audit service and an Impact Fee Study
- Research and implement New World eSuite module as part of open data / open budget platform on the City's website

THE COMMUNITY

Located in beautiful northern California, Novato is in the County of Marin 29 miles north of San Francisco and serves as the gateway to wine country. The second largest city in Marin County, Novato has a current population of approximately 54,500 and covers 28 square miles. The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, vibrant downtown, and engaged community members.

The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are discussed.

CORE VALUES

Team Work | Excellent Customer Service | Ethical Behavior | Honesty and Integrity | Fiscal Responsibility | Respect for All
Setting and Focusing on Priorities | Open Government | Community Involvement

THE ORGANIZATION

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected at-large, serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through 205 full-time employees in six departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

For the fiscal year 2016-2017, the City's General Fund budget was \$37.9 million.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having many years with the organization and others who are new to Novato. At the helm is City Manager Regan Candelario, who joined Novato in 2016. Another recent addition to the Novato executive team is Assistant City Manager Peggy Flynn.

Regan and Peggy encourage employees to challenge themselves and particularly value self-starters; those who can work with minimal direction and employees who share their commitment to the public sector.

Employees with strong customer service skills, an orientation toward interest-based problem solving, respect for the City Council and citizens, and the ability to juggle a multitude of priorities while retaining a sense of humor are traits that are also vitally important.

The City's organizational culture is friendly, service-oriented, and fast-paced.



Novato City Hall

SELECTION PROCESS

All application materials will be thoroughly reviewed to identify the candidates possessing the most relevant qualifications for the position. These top candidates will be invited to continue through the selection process. The examination portion of the process may consist of one or more of the following: oral interview(s), written examination, or performance test.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

APPLICATION AND RECRUITMENT SCHEDULE

To be considered for this exceptional opportunity, please apply online through the City's website or go directly to GovernmentJobs.com and create an account. (Registration is free). If you have already created your GovernmentJobs.com personal account, please login and continue with the online application process.

Please remember to submit all your application materials by the closing date and time. Incomplete or applications received after the closing date and time cannot be considered. All information on the application is subject to investigation and verification.

The City is accepting complete applications until:

May 29, 2017 by 5:00 p.m.

THE COMPENSATION

Monthly Salary

Finance Manager \$9,021 - \$10,965

Depending upon qualifications

Upcoming Salary adjustments:

3.0% COLA 7/1/17

3.0% COLA 7/1/18

Retirement Programs

CalPERS Classic 2% @ 55

CalPERS New 2% @ 62

Deferred Compensation Program

City does not contribute to Social Security

Leaves

Vacation - Initial: 80 Hours/year; up to 160/year at year 5

Holidays: 11 designated, 2 floating/year

Executive Leave - 90 Hours/year

Sick Leave - 40 Hours @ hire; 1 day per month accrued

Work Schedule

9/80 Schedule

Life Insurance

City-paid \$100,000 policy



THE CITY OF
NOVATO
CALIFORNIA

**FOR MORE INFORMATION
CONTACT:**

HUMAN RESOURCES

922 Machin Avenue
Novato, California 94945
415.899.8900 main
415.899.8213 fax

Or visit: www.novato.org

MINIMUM QUALIFICATIONS

Experience:

Five years of progressively responsible professional experience in governmental finance or accounting, preferably municipal finance, including two years of supervisory and administrative experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in finance, accounting, public administration or related field. Master's Degree in public finance or related field or a CPA is highly desirable.