

DEPUTY FINANCE DIRECTOR



CITY OF NOVATO
CALIFORNIA





THE COMMUNITY

Spanning 28 scenic square miles and home to a population of approximately 53,000, the City of Novato is the northernmost city in Marin County. Novato offers a rare rural California atmosphere with comparatively low population density and an extensive amount of open space and parks in and around the city.

Located between San Francisco and Sonoma wine country, its mild Mediterranean climate is perfect for both adventurous and leisurely outdoor activities. Living and working in Novato means belonging to a community that really does have something for everyone. The city is safe and prides itself on its unmistakably family-friendly feel. Novato's historic and inviting downtown features tasting rooms, a diverse selection of restaurants, a variety of shopping boutiques, a SMART station, and is home to City Hall, which also serves as a popular location for numerous community events including the seasonal Farmers' Market.

The City's high-quality-of-life standards are a top priority and focus for city leaders and community stakeholders. An increasing desire among Bay Area residents to live in northern Marin County has generated a consistent demand for Novato, which offers a variety of housing options and fosters a welcoming, inclusive, and sustainable community. With award-winning schools, proximity to San Francisco, and dedicated open space, the city is a haven for families and retirees alike.

The local business community is thriving with biotech companies and other important business partners choosing to have a strong presence in Novato. In addition, an array of non-profits and the Buck Institute for Research on Aging, the first independent research facility in the U.S. to focus solely on aging and age-related conditions, contribute to the City's economic vitality and potential.

CITY GOVERNMENT

The City of Novato is a general law city and operates under a council-manager form of government. The City is supported by a FY25-26 all-funds budget of \$57.7 million with \$6.5 million in new capital projects funding, bringing the five-year capital budget to \$23.9 million. The City Council consists of five members, elected by district, who serve four-year terms. The mayor is selected for a one-year term from among the members of the City Council. The City Council appoints the City Manager and the City Attorney.

Services are delivered through the contributions of 205 full-time employees organized across six departments (City Manager, Administrative Services, Community Development, Parks/Recreation/Community Services, Police, and Public Works). Independent special districts provide fire, water and sanitary services. Library services are provided via a joint powers authority within Marin County.

The City Council is focused on creating a fiscally sustainable City. Voters approved a $\frac{3}{4}$ cent local sales tax measure, Measure M, in November 2024 to sustain their high quality of life. These funds are helping to strengthen the City's fiscal health and providing new funding to maintain streets, roads, and other infrastructure; complete necessary improvements to City parks and facilities as identified in the Parks Master Plan; and undertake other major capital projects focused on bicycle, pedestrian, and traffic safety.

In accordance with Novato's current strategic plan, the city is committed to five overarching objectives:

- Living well together
- Great places
- Environmental stewardship
- A City that works
- Economic vitality

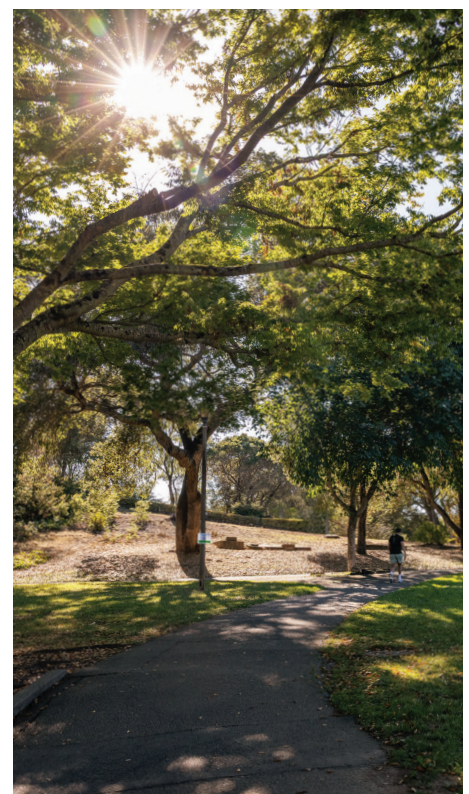
Mission

The City of Novato is dedicated to quality services, financial strength, and sustainability that enriches and supports the quality of life for everyone within our community.

THE FINANCE DEPARTMENT

The Finance Department supports all City departments through finance and budget services, while promoting fiscal transparency and accountability to the City Council and community. The Department delivers comprehensive financial management, long-term planning and accounting and budget support to ensure the effective operation of City programs and services.

As both an internal and external service partner, the Department takes pride in being responsive, resourceful, and service-oriented—providing clear communication and high-quality support across the organization.





THE POSITION

Reporting to the Finance Director, the Deputy Finance Director oversees a broad portfolio of financial operations, including accounting, payroll, purchasing, treasury, audit coordination, and budget development. This key leadership role supervises up to eight talented team members and is responsible for strengthening internal controls, refining fiscal procedures, mentoring and developing staff, and ensuring timely, accurate, and transparent financial reporting. The Deputy works closely with the Finance Director on special projects and department-wide strategic initiatives and may represent the Department at City Council and citizen committee meetings.

This is an exciting time to join Novato's leadership team. The Deputy Finance Director will play a central role in modernizing financial operations and optimizing the selection and implementation of the City's ERP system.



THE IDEAL CANDIDATE

Novato seeks a forward-thinking public finance professional who thrives in a dynamic team environment and values cross-organizational collaboration. The ideal candidate will be a credible supervisor with prior hands-on experience and a practical approach to managing operations. They will also bring strong interpersonal and communication skills, and an understanding of what it takes to successfully lead change and continuous improvement initiatives. The future Deputy Director will have a track record of streamlining processes, modernizing procedures, and enhancing service delivery to support the operational needs of City departments. A strong customer-service orientation and the ability to translate complex financial information into practical guidance for internal partners, city leaders, and the public are essential.

The successful candidate will also bring prior supervisory experience, with a commitment to mentoring staff, fostering professional growth, and building a high-performing team culture. Exceptional problem-solving ability and relationship-building skills will be critical to developing trusted partnerships across the organization and ensuring the delivery of high-quality services to the community. Prior experience supporting financial system upgrades or ERP implementations, including leading cross-organizational system enhancements or modernization efforts, will be valuable in this position.

Key Attributes and Characteristics

- **Supportive Supervisor and Team Builder:** Skilled in leading, mentoring, and motivating teams to foster a collaborative and high-performing work environment. Promotes cross-training, mentorship, and continuous learning.

- **Hands-On & Solutions-Oriented:** Brings an adaptable, practical approach to problem-solving and serves as a trusted advisor to City leadership and departments.
- **Strategic Thinker:** Balances competing priorities while maintaining focus on organizational goals, service delivery, and fiscal stewardship.
- **Exceptional Communicator:** Translates complex financial information into clear, concise reports and presentations that support informed decision-making. Demonstrates strong written and verbal communication skills.
- **Trusted Partner:** Collaborates effectively with internal departments and external stakeholders; listens actively and engages in productive dialogue.
- **Tech Savvy:** Supports ERP implementation and financial system modernization efforts, including selection and optimization of the ERP system to enhance ease of use, access to data, accuracy, and transparency.
- **Process Improvement Focused:** Identifies opportunities to streamline operations, strengthen internal controls, and improve financial reporting.
- **Creative and Adaptable:** Maximizes the effective use of financial and human resources while maintaining a strong commitment to accountability and transparency.

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way would be four years of progressively responsible experience in municipal finance, including at least three years in a supervisory capacity, and training equivalent to a Bachelor's degree with major coursework in accounting, finance, business administration, or a related field. Certification as a GFOA Public Finance Officer or Certified Public Accountant is desirable.

COMPENSATION & BENEFITS

The annual salary range for this position is \$151,236 - \$183,829. Appointment within the range will be DOQE. Future increases include 3.5% in July 2026 and 4% in July 2027. The City of Novato provides a comprehensive and competitive compensation and benefits package that includes, but is not limited to:

CalPERS Retirement: "Classic" members: 2% at 55 and "New" members: 2% at 62. Classic members are required to pay 9.5% towards the cost of retirement. New members are required to pay 50% of the total normal cost. The City does not participate in Social Security but assesses the Medicare contribution of 1.45%.

Deferred Compensation: City matches employee contributions up to \$2,000 annually, subject to IRS limits.

Performance Pay: Up to \$2,000 annually after the first year, with City Manager's approval.

Flexible Work Schedule: Generous flexibility is offered, including a 9/80 schedule, flexible work hours, and consideration for telecommuting.

Executive Leave: Up to 90 hours per fiscal year with an additional 90 hours per fiscal year awarded at the discretion of the City Manager. Accrued executive leave in excess of 270 hours paid off annually.

Vacation Leave: Earned at the rate of 80 hours for the first year of service; increasing to 120 hours after two years, and 160 hours after five years of service. Credit for prior years of service in local government will be considered. Annual cash out of up to 80 hours available. Accrued vacation in excess of 320 hours paid off annually.

Executive Leave: Up to 90 hours per fiscal year with an additional 90 hours per fiscal year awarded at the discretion of the City Manager. Accrued executive leave in excess of 270 hours paid off annually.

Paid Holidays: 14 days per year.

Sick Leave: 12 days per year.

Medical Insurance: The City's contribution to medical premiums depends on enrollment (e.g., employee only, employee plus one dependent, or employee plus two or more dependents). The City contributes up to \$3,039.04 per month or the amount of the Kaiser Region 1 Family premium, whichever is greater, if the employee and two or more dependents are enrolled. Employees enrolled in medical insurance through the City of Novato do not receive cash back. Employees who waive medical insurance will receive \$250 per month cash back.

Life Insurance: \$100,000 benefit.

Transportation and Technology Stipend: \$250 per month.

Other Benefits Available: Including dental and vision insurance, pre-tax flexible spending accounts for out-of-pocket health and dependent care costs, an Employee Assistance Program, bilingual pay, longevity pay, and up to 8 weeks of paid parental leave.

Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, May 10, 2026**.

To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB&CO.

Suzanne Mason • 562.631.2500

TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the recruiters. Additional interviews will be scheduled as needed. A timely selection is anticipated shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.



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