

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 FY2026-2027 General Fund budget of \$62.6 million and a \$26.0 million Capital Improvement Program. 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 203.75 full-time employees organized across six departments (City Manager/Central Administration, Finance, 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.

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.



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

- Outstanding Quality of Life
- Proactive Stewards of Natural and Built Environments
- A Safe and Prepared Community
- Economic Vitality
- Organizational Excellence

THE FINANCE DEPARTMENT

With a talented team of 10 and a FY 2026-2027 budget of \$4.7 million, the Finance Department provides comprehensive financial management and support services to the City organization while promoting fiscal transparency with the City Council and community. Responsibilities include accounting and financial reporting, budget development and management, payroll, purchasing and contracts, treasury and investments, accounts payable and receivable, and grants administration. The Department also manages the City's Annual Comprehensive Financial Report and provides financial analysis and forecasting to support informed decision-making.

Following several years of staffing shortages and backlogs, the Department has made significant progress restoring core financial operations and building consistent internal business practices. The organization is now focused on strengthening systems and processes, developing staff capacity, and enhancing strategic long-term financial planning.



THE FINANCE DIRECTOR

Reporting to the City Manager, the Finance Director, with support from the Deputy Director, has overall responsibility for the Finance Department and leads the development of the City's annual budget and long-range financial forecasts, oversees audits and financial reporting, maintains strong internal controls, and identifies opportunities to improve financial systems and service delivery. As a member of the City's leadership team, the Director serves as a trusted financial advisor and provides clear, credible financial guidance to the City Manager, City Council, Finance Advisory Committee, colleagues, and community.



CHALLENGES & OPPORTUNITIES

The next Finance Director will have the opportunity to build on recent progress while strengthening the Finance Department for the future. Key challenges and opportunities include:

- Strengthen business processes and financial controls by implementing best practices documenting standard operating procedures, and ensuring timely, meaningful financial information for decision-makers.
- Build and develop the Finance team, fostering a collaborative and inclusive culture while emphasizing training, mentoring, cross-training, and retention.
- Lead the City's ERP system upgrade, including business process reengineering and organization-wide change management.
- Expand multi-year financial planning and forecasting to inform policy, resource allocation, and long-term decision-making.
- Sustain high-performing core financial operations, including timely audits, regulatory reporting, budget development, and strengthening internal controls.
- Complete a comprehensive update of the City's Master Fee Schedule and related cost-recovery analysis.

THE IDEAL CANDIDATE

Novato seeks an accomplished public finance professional who combines strong technical expertise with strategic thinking, sound judgment, and exceptional interpersonal skills. The ideal candidate will be a credible, solutions-oriented advisor who can manage complex financial operations while keeping the organization focused on its long-term financial health. This collaborative and approachable leader will bring strong project and change management skills and an engaged, hands-on style. They will foster a high-performing team, mentor and develop staff, strengthen business practices, and build productive relationships across the organization. Customer-oriented and responsive, they will seek practical solutions while maintaining appropriate financial controls and providing candid advice when needed.

The successful candidate will also be an exceptional communicator who can translate complex financial information into clear and meaningful recommendations. Politically astute and emotionally intelligent, they will be comfortable working with an engaged City Council and community and with stakeholders who bring diverse perspectives and needs. Experience in a unionized environment and with labor negotiations is valued.

Key Qualities & Characteristics

- Credible and technically strong public finance professional
- Strategic and solutions-oriented thinker
- Skilled project and change manager
- Collaborative, approachable, and responsive
- Engaged leader, mentor, and team builder
- Strong customer-service orientation
- Clear and effective communicator
- Politically astute and emotionally intelligent
- Sound judgment and professional confidence

Any combination of experience and training that provides the required knowledge and abilities is qualifying. Competitive candidates will bring five years of progressively responsible professional financial experience, preferably in a governmental or municipal agency, including three years of management and supervisory experience, and a Bachelor's degree in finance, accounting, public administration, business administration, or a related field. A master's degree in Public Administration with an emphasis on municipal finance and/or a CPA designation is desirable.





COMPENSATION & BENEFITS

The annual salary range for this position is \$182,770 - \$222,158. Appointment within the range will be DOQE. Future increases include 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.

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

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, November 15, 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
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. Candidates deemed to be the best qualified will be invited to interview with the City in December. 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.