

CITY OF PACIFICA



# DEPUTY FINANCE DIRECTOR

City of Pacifica, California





# THE ORGANIZATION

The City of Pacifica is a General Law City incorporated in 1957 and operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected by district for four-year overlapping terms. The Mayor is selected each year by a majority vote of the other Council members. The Council appoints the City Manager, City Attorney, and members of advisory commissions and committees.

Pacifica is a full-service city (182.5 FTE) with a FY 2022/23 budget of \$100 million including a \$47 million General Fund budget. The City delivers municipal services through seven departments: the City Manager's office (including the City Clerk, Economic Development, and contract City Attorney); Administrative Services (Finance, Human Resources, and IT Divisions); Parks, Beaches, and Recreation; Planning; Public Works (Field Services & Engineering and Wastewater); Police; and Fire (via North County Fire Authority). Employees are represented by eight bargaining units.

Each year the City Council develops Goals and Priorities focused on the goals, projects, and initiatives to be implemented in the following fiscal year. Goals adopted by the City Council in 2022 include the following:

- Fiscal Sustainability
- An Engaged Community
- Stewardship of City Infrastructure
- A Healthy and Compassionate Community
- Environmental Sustainability
- A Strong City Workforce
- Maintaining a Safe Community

## THE COMMUNITY

Located in San Mateo County just twelve miles south of San Francisco, Pacifica feels worlds away from it, yet is easily accessible from Highway 1. The most panoramic coastal town in the San Francisco Bay Area, Pacifica is famous for its six miles of scenic coastline, classic northern California beaches, breathtaking vistas, and charming ambience. The city is nestled in between small valleys, with Sweeney Ridge to the east, Montara Mountain to the south and the Pacific Ocean's rocky bluffs and sandy beaches to the west. Pacifica encompasses roughly 12.6 square miles, of which, approximately one-half is publicly owned open space. Numerous cities, county and state parks provide panoramic views and a feeling of spaciousness rarely found in suburban areas. Several miles of coastal and ridge top trails tie Pacifica to neighboring communities.

This natural connecting point of beaches, headlands and hills provides a wide range of recreational opportunities from surfing, kayaking, paddle boarding, scuba diving and paragliding, to hiking, whale and bird watching and cycling. Pacifica's one-quarter mile fishing pier is considered to be one of the best in the state and is ranked number one by anglers in the Bay area. Other recreational amenities include golf, bowling, archery, and team sports. Pacifica's natural beauty is enhanced by its Mediterranean style weather.

With a population of approximately 40,000, Pacifica is a unique family-oriented coastal community that prides itself on fostering a "small town" feel. Many of Pacifica's residents are highly engaged and involved in the community. Pacifica has excellent elementary and

secondary schools, both public and private, and was recently named one of the Top 100 Safest Cities in America by Location, Inc. The City was also awarded the League of California Cities Helen Putnam Award for Excellence for the restoration of Linda Mar Beach and the reclamation of the wetlands in that area.

The community enjoys a diverse economic base and has a significant number of smaller businesses. Tourism is especially important to Pacifica's economy with thousands of people annually attracted to its beaches, vistas, and open space. Unique shops and a variety of lodging are available with restaurants offering relaxing sunset and coastal viewing. For live local theater and performing arts, Pacifica Spindrift Players is a local and popular favorite, along with Pacifica Performances, which regularly provide both musical presentations and performing arts as well. The world-class bromeliad nursery, Shelldance Orchid Gardens, is located just off Highway 1. Pacifica plays host to the Pacific Coast Fog Festival each September, which showcases everything from artists and performers to children's activities and a hometown parade.

Pacifica is a place where one can step into the natural world and enjoy a variety of recreational offerings, sample a cultural arts performance or gallery opening, and later relax at a local restaurant and bask in a spectacular sunset. Pacifica's rich cultural heritage and unique personality make it a community worth uncovering.

To learn more about the City of Pacifica, please visit [www.cityofpacifica.org](http://www.cityofpacifica.org).





## THE ADMINISTRATIVE SERVICES DEPARTMENT — FINANCE DIVISION

The Administrative Services Department provides high quality support services to all City departments and the community including Finance, Human Resources, Information Technology and Risk Management. Under the administrative direction of the Assistant City Manager/ Administrative Services Director, the Deputy Finance Director leads a team of 6 staff responsible for all financial operations including budget, financial planning, accounting, financial reporting, purchasing and accounts payable, payroll, debt and asset management and coordination of the annual audit. The overall mission of the Finance Division is to provide efficient and effective financial services to the City Council, city staff and the public in order to protect and maximize the use of City resources. Priority projects in the upcoming year include leading the implementation of a new Enterprise Resource Planning system (ERP), completing an actuarial valuation study of Other-Post-Employment-Benefits (OPEB) and redesigning the City's purchasing procedures to improve efficiency and streamline the procurement process.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced finance professional who enjoys working on diverse projects in a fast-paced environment. The successful candidate will have prior experience leading accounting operations with solid technical skills and a collaborative management style. They will be a talented problem solver with a strong customer orientation and a passion for process improvement. Exceptional interpersonal and communication skills will be critical to success in this position as a supervisor, colleague and when interacting with the public.

The Deputy Finance Director will be a motivated self-starter demonstrating a strong work ethic and the ability to think critically. This knowledgeable individual will be a credible advisor, comfortable speaking up, sharing their opinion, and offering recommendations. A talented problem solver, the Deputy Director will work well with staff throughout the organization addressing challenging situations and offering straightforward solutions. With a keen eye for detail, this manager will be able to easily review complex reports and financial transactions identifying idiosyncrasies, while at the same time be able to explain complex concepts and transactions in an understandable manner to City staff and external customers.

This progressive manager will encourage continuous process improvement creating effective and efficient procedures that streamline operations. The ability to effectively use technology to maximize limited resources and eliminate manual efforts will also be important to success in this position. Experience leading a financial system upgrade or implementation is highly desirable as the City prepares to implement a new ERP system.

Collaborative and customer-oriented, the ideal candidate will be an approachable supervisor who can motivate and develop staff. Through this manager's mentoring the Finance Division will grow, working effectively as a team supporting customers and delivering impeccable financial reports and documentation.

Successful candidates will have five years of progressively responsible experience including three years of supervisory responsibilities in accounting or financial administration, preferably with a public agency or government accounting firm, and a Bachelor's Degree from an accredited college or university with major course work in accounting, business or public administration or related field. A Master's Degree or Certified Public Accountant certification is highly desirable.



# COMPENSATION & BENEFITS

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The salary range goes up to \$175,595 and appointment will be made based on the qualifications of the selected candidate. In addition, the City of Pacifica offers the following benefits:

**Retirement** – 2.5% @ 55 CalPERS (classic); 2% @ 62 formula for New Members. Pacifica does not participate in Social Security.

**Health Insurance** – Cafeteria style benefits. Employer contribution varies (maximum \$2,167.92 monthly).

**Dental** – City has a self-funded dental plan (Delta) that typically covers 100% paid premiums of dental expenses and \$2,000 in orthodontic benefits.

**Vacation Leave** – Annual accrual rate between 20 and 27 days per year based upon years of service with a California municipality. Up to three weeks of vacation can be cashed out annually.

**Holidays** – 13 paid holidays per year.

**Administrative Leave** – 72 hours annually.

**Sick Leave** – 12 days accrued annually.

**Deferred Compensation** – choice of three plans.

**Long-term Disability Insurance and Life Insurance** – City provides paid long-term disability and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN.

**Auto Allowance** – up to \$550 per month.

**Hybrid Schedule** – will be considered.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, September 11, 2022**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



Following the September closing date, resumes will be screened in relation to the criteria in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A small group of candidates will be invited to participate in interviews in October. The City anticipates making an appointment shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the selected candidate.

**TB & CO.**

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[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

