



**ASSISTANT
FINANCE DIRECTOR**
City of **Tulare, California**

Recruitment Services Provided By



The Opportunity

The City of Tulare is embarking upon a period of significant growth and reinvestment, which has allowed the City to add an Assistant Finance Director position to aid with creating efficiencies and capabilities through investments in people, processes and technology. Candidates with a variety of backgrounds, whether mid-career or late-career, in-state or out-of-state, will be considered to join a dynamic and driven leadership team.

About Tulare, California

The City of Tulare is an exceptional community with a population of 69,462, situated in the Central San Joaquin Valley along Highway 99, just 47 miles south of Fresno and 64 miles north of Bakersfield. Its mid-state location benefits businesses needing same-day access to key California markets as well as residents seeking recreational opportunities in the beautiful Sierra Nevada Mountains to the east and the spectacular California coastline to the west.

Founded in 1874 by the railroad, Tulare overcame numerous disasters in the 1880's. Following three major fires and the departure of the railroad, the community's saving element was bringing water and farming to the area. Situated in the heart of some of the most productive farmland in the world, Tulare is very attractive to food processors and distributors (such as Haagen-Dazs, Land O' Lakes, Saputo, and Kraft) because of its central location and abundant supply of locally grown products. Tulare County is the number one milk-processing county and is now the second largest agricultural producing county in the world, second only to neighboring Fresno County.

With its strong agricultural vitality, Tulare seeks to diversify its industrial and retail base through its focus on economic development. The City not only welcomes new industries and businesses, but it has become a regional attraction. Tulare has a historical downtown, first class historical museum, and an expanding outlet center providing the opportunity for up to 2.6 million square feet of retail space. In addition, Tulare is home to the International Agri-Center, sponsor of the largest farm equipment show in the world – the World Ag Expo.

Tulare is well known for its volunteerism and community spirit, and the City has an excellent rapport with the community. With an attractive housing market due to exceptionally priced quality homes, Tulare is experiencing significant growth. Tulare is a city challenging itself to provide new opportunities for all who call it home. The community is growing, yet it retains the caring atmosphere of a small town. The city honors and celebrates its culturally diverse heritage while providing democratic and cost-effective services to all its citizens. The City Council, City Manager, and staff pride themselves on ensuring the voice of the community is heard.

City Government

The City of Tulare is governed by a five-member City Council elected by district. Adopted goals by the City Council include priorities in the areas of Public Health and Safety, Stewardship of Revenue and Assets, Quality of Life, and Community Governance and Communication.

Tulare is a full-service Charter City with 378 employees in the departments of Administration, Finance, Human Resources, Community Services, Community Development, Economic Development and Redevelopment, Public Works, Safety-Compliance and Facilities, Information Technology, Police, and Fire. The City owns and operates its own water, sewer/pollution control, and solid waste municipal utility enterprises.

The City has a total budget of \$190 million with an operating budget of \$165 million and a capital improvement budget of \$25 million. Healthy revenue sources include a sound property tax base, a utility user's tax, and an 8.25% local sales tax. Like many local government agencies, the city has recruited and appointed its leadership team with the goal of continuous improvement towards the goal of excellence in local government.

Candidates are encouraged to visit the City's website at tulare.ca.gov for a broader understanding of the City's organization and community.





The Department

The Finance Department is responsible for the City's fiscal operations including planning, directing, monitoring, and improving the City's financial resources. Divisions within the finance department are responsible for the following areas:

- The Management Division is responsible for the planning and directing of the City's financial resources and oversight of the contract administration for City's transit services.
- The Budget & Analysis Division is responsible for preparation of the Budget and Audit Report along with the treasury functions.
- The Accounting Division is responsible for various accounting functions including accounts receivable, accounts payable, general ledger, and other general accounting functions.
- The Payroll Division is responsible for performing paraprofessional duties related to general accounting work, payroll processing, including compliance with City policies relating to payroll, wage garnishments, benefits withholding, overtime hours, workers' compensation claims and the preparation of quarterly and annual reports for both the City and State.
- The Utility Billing Division is responsible for the collection of utility billing revenue. The Finance Department services approximately 20,000 water utility accounts on a monthly basis.
- The Purchasing Division handles the City's centralized purchasing function, as well as the issuing of City business licenses.

The Position

The Assistant Finance Director is an exempt position that assists in planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Finance Department, including the preparation, processing, and maintenance of a wide variety of accounting records and reports, general and fund accounting, accounts receivable, accounts payable, purchasing, business licensing, payroll, billing, and cashiering activities. The Assistant Finance Director reports to the Chief Financial Officer (CFO) and assists in coordinating assigned activities with other City departments, divisions, and outside agencies through cooperative working relationships. Key functions of the position include:

- Assumes management responsibility for major finance functions and activities, including the preparation, processing, and maintenance of a wide variety of accounting records and reports, general and fund accounting, accounts receivable, accounts payable, purchasing, business licensing, payroll, utility billing, and cashiering activities.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs. Recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Assists in managing and participates in the development and administration of the finance annual budget and capital improvement budgets. Directs the forecast of additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Directs and implements budgetary adjustments as necessary. Assists in applying for and administering grants received.
- Selects, trains, motivates, and evaluates assigned personnel. Provides or coordinates staff training, works with employees to correct deficiencies, and responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement and reviews with the CFO, as well as directs the implementation of improvements.
- Assists in planning, directing, and coordinating the Finance Department's work plan. Meets with staff to identify and resolve problems, assign projects and programmatic areas of responsibility.
- Serves as a liaison for the Finance Department with other City departments, divisions, and outside agencies. Provides staff support to commissions, committees, and task forces, as necessary.
- Negotiates contracts and agreements, as well as coordinates with City department representatives to determine City needs and requirements for contractual services.
- Represents the Finance Department to other City departments, elected officials, and outside agencies.
- Conducts a variety of departmental organizational and operational studies and investigations. Recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of public finance and other types of public services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations. Implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the CFO.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.



Challenges & Opportunities

The next Assistant Finance Director for the City of Tulare will have the opportunity to successfully position Tulare for its upcoming growth:

- The next Assistant Finance Director will be tasked with developing a cross-training program for staff, which will provide job enrichment for employees and needed redundancies for the organization. Employees who developed deep skills in their own positions can, likewise, have the opportunity to share their knowledge across teams.
- The next Assistant Finance Director will also be expected to provide mentorship and coaching to the department's staff along with more formal career enhancement strategies. These investments will continue to build upon the strength of the team and provide opportunities for modernization and succession planning.
- The City is in the early stages of planning for a migration to a new Enterprise Resource Planning System (ERP). The Finance Director will lead the ERP project and shoulder much of the responsibility, while the Assistant Director will have the opportunity to make critical contributions to the overall success of the project.
- The Assistant Finance Director's knowledge and skill set will contribute to developing a new budget process, mid-year review, and Successor Agency requirements.

Ideal Candidate

The ideal candidate for the position of Assistant Finance Director in the City of Tulare will possess certain traits and experiences that will lead to success:

- Effective interpersonal skills will help ensure the next Assistant Finance Director is successful in both leading and mentoring the team in the Finance Department, and in collaborating with other departments, divisions, and agencies.
- A solid background in public agency finance is valuable, preferably with experience gained in a municipal environment. However, the City is open to other finance backgrounds provided candidates have the aptitude and desire to adapt to the differences in public sector accounting.
- Likewise, the City is open to candidates from outside of California. Only two hours from Yosemite National Park or the ocean, Tulare offers an ideal location for new residents to experience what California has to offer.
- Candidates with broad experience across the various aspects of budget and finance will be able to successfully provide the level of leadership required.





Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in Business or Public Administration, Accounting, Finance, or a related field.

Experience: Four years of management or administrative experience in finance administration and/or municipal government, including two years of management and supervisory experience.

Compensation & Benefits

The salary range for the Assistant Finance Director is **\$105,536 to \$128,280**, with placement in the range negotiable dependent on qualifications. In addition, the City offers an excellent executive benefit package as outlined below. Key benefits include:

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2.5% @ 55 formula, while PEPRA members are 2% @ 62.

Deferred Compensation: A voluntary deferred compensation program — 457(b) plans are offered for voluntary employee participation.

Medical, Dental and Vision Insurance: The City contributes a portion of both employee and dependent coverage for medical, dental, and vision insurance. There is an opt-out plan for employees that are otherwise covered by medical insurance.

Holidays: 12 City-paid holidays, 2 floating holidays, and 1 day credit for the employee's birthday.

Sick Leave: 96 hours accrued annually.

Vacation: The City utilizes a vacation accrual schedule based on years of service. A competitive accrual rate and starting balance will be negotiated as part of the overall benefit package.

Management Leave: 64 hours each calendar year, which does not carry over.

Disability Insurance: Both short and long-term disability insurance are provided by the City.

Life Insurance: Life insurance is provided by the City based on annual salary.

Disability Insurance: Both short and long-term disability insurance are provided by the City.

Flexible Benefit Program: The City offers a voluntary flexible benefit program in accordance with IRS Section 125 plan policies.



The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates may apply online at www.mosaicpublic.com.

This recruitment will close once a sufficiently strong pool of candidates has been established. Interested candidates are encouraged to apply immediately

The City of Tulare is an Equal Opportunity Employer.

