



# DEPUTY DIRECTOR OF FINANCE

City of **Rancho Palos Verdes, California**

Recruitment Services Provided By





## The Opportunity

The City of Rancho Palos Verdes is seeking a people-oriented leader with a collaborative approach and consensus-building skills to achieve success as the next Deputy Director of Finance. The Deputy Director will work with the Director and team on financial reporting, ensuring the agency's fiscal health, and safeguarding the assets of the City while exemplifying the values of the Finance Department, including integrity, accuracy, innovation, customer focus, and transparency.

# About Rancho Palos Verdes

Situated on the coast of the Pacific Ocean and among the bucolic hills and bluffs of the Palos Verdes Peninsula in Los Angeles County, the City of Rancho Palos Verdes is a contract city that has maintained its low-tax, low-density, semi-rural environment. The City enjoys expansive open space and picturesque views of the Pacific Ocean, Catalina Island, and the Los Angeles basin. Rancho Palos Verdes' diverse and active population of approximately 41,000 enjoys all the benefits of a coastal community with a beautiful seaside location.

Residents enjoy 7.5 miles of beach and dramatic cliff coastline, the 1,500-acre Palos Verdes Nature Preserve, and hundreds more acres of open space. The Preserve is owned by the City and is co-managed by the Palos Verdes Peninsula Land Conservancy for ecological values and habitat restoration. Excellent passive recreational opportunities are available, as are networks of hiking, equestrian, and bicycle trails.

Located within the City's 13.6 square miles are several historic landmarks and points of interest, including Wayfarers Chapel designed by Lloyd Wright and the Point Vicente Lighthouse. The City's Point Vicente Interpretative Center offers spectacular whale-watching opportunities from December through April, and the City hosts a number of community events throughout the year. Rancho Palos Verdes is also home to Trump National Golf Club and Terranea Resort.

Residents of Rancho Palos Verdes can take advantage of excellent educational opportunities in the area. The City is within the Palos Verdes Peninsula Unified School District, which features Palos Verdes Peninsula and Palos Verdes High Schools, both of which are recognized for their outstanding academic programs. UCLA also now owns the former Marymount California University property for future educational opportunities.





# City Government

Rancho Palos Verdes is a General Law and Contract city and has operated under a Council-Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis. Illustrating continuity and stability of City leadership, City Manager Ara Mihranian started with the City in 1998 as an Associate Planner subsequently progressing to Community Development Director in 2016 and appointed as City Manager by the City Council in 2020.

The organization is comprised of a staff complement of 74 authorized full-time employees and approximately 61 part-time employees. Some City services are provided by outside contracted agencies. City Departments include Administration, Finance, Community Development, Recreation & Parks, and Public Works. Police services are contracted with the Los Angeles County Sheriff as a regional force with the two adjoining cities of Rolling Hills and Rolling Hills Estates. Fire services are provided by Los Angeles County.

In support of community engagement and transparency, the City is fortunate to have several volunteer advisory committees including the Civic Center Advisory Committee, Emergency Preparedness Committee, Finance Advisory Committee, Infrastructure Management Advisory Committee, Traffic Safety Committee, and the Planning Commission.

The City's FY 2023-24 adopted citywide budget is \$52.8 million of revenues and \$61 million of expenditures. Of this amount, the City's General Fund budget is \$38.8 million of revenues and \$38.1 million of expenditures. Additionally, the City's Capital Improvement Program budget is almost \$17 million in FY 2023-24.

# The Finance Department

The Finance Department is staffed by a team of nine full-time professionals who are responsible for a wide range of services through the following functions:

- **Fiscal Services:** Budget preparation, budget monitoring, long-term financial planning, financial forecasting, financial analysis/modeling, system administration, and financial reporting.
- **Accounting:** Managing general ledger, business processes, bank reconciliation, chart of accounts, auditing, payroll processing, and general billing.
- **Purchasing:** Processing invoices and purchase orders, reviewing and monitoring compliance for contracts and procurement guidelines.
- **Business Licenses:** Providing centralized cashiering and processing business licenses.
- **Treasury:** Preparing cash flow analysis and reviewing the City's investments.





# The Position

The Deputy Director of Finance is an executive-level, non-represented, at-will position reporting directly to the Director of Finance. Responsibilities include performing and directing the department's activities and programs, including budgeting, accounting, payroll, purchasing, business licensing, burglar alarm and solicitation ordinances, cash management, and/or financial reporting. The most qualified candidate will have knowledge of development, forecasting, and administration of the City's annual budget and capital improvement budgets.

The next Deputy Director will demonstrate the ability to maintain a high level of accountability, respect, loyalty, integrity, professionalism and transparency with employees, members of management, elected and appointed officials, and the public.

The Deputy Director of Finance is heavily involved with the daily operations of the department and will supervise a Senior Administrative Analyst, Senior Accountant, Accountant, Senior Accounting Technician, and two Accounting Clerks. An example of weekly responsibilities may include reviewing activities related to payroll, accounting, budgeting, and treasury. A hands-on approach is desired to work on these and other activities, along with a willingness to step in to assist with the functions as needed.

# Ideal Candidate

The ideal candidate will have exceptional management, interpersonal, analytical, and communication (written and verbal) skills, with a hands-on and proactive approach to addressing a broad range of municipal leadership issues and responsibilities. Successful performance of the work requires an extensive professional background and skill in coordinating departmental work with other City departments and public agencies. Additionally, the preferred candidate will value relationships and be an empowering leader who encourages innovation and problem solving while holding themselves and others accountable for quality work.

The most aligned candidate will possess a comprehensive understanding of governmental accounting, public finance administration, payroll, budgeting, auditing, reconciliation, and municipal taxation management. Experience with Enterprise Resource Planning (ERP) software powered by Munis is strongly preferred by the City of Rancho Palos Verdes.





# Opportunities for Success

The next Deputy Director of Finance for the City of Rancho Palos Verdes will have the opportunity to experience career-defining opportunities:

- The next Deputy Director will have the ability to engineer a supportive, people-focused culture that also features a high level of accountability in the Finance Department. Internal organizational development experience will benefit the next Director.
- A candidate with experience in grant funding, along with skillful use of public funds, will greatly help the City fund several major upcoming projects. Among these exciting projects are the Portuguese Bend Landslide Remediation, Civic Center Campus Master Plan and the Western Avenue revitalization projects.
- An opportunity exists for staff development and mentoring to assist in the career enrichment of Finance Department staff.
- The next Deputy Director will collaborate with a solid executive team, City Manager, and City Council to accomplish important work on behalf of residents and businesses of Rancho Palos Verdes.
- Collaboration skills and demonstrated experience in revenue generation opportunities will position the successful candidate and the City for ongoing financial stability.
- Experience with Capital Improvement Programs and the associated financial components are highly valued by the City.



# Minimum Qualifications

Any combination of training and experience, which 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 finance, accounting, economics, business or public administration, or a related field.

**Experience:** Five (5) years of management and/or administrative experience in municipal finance and accounting.

**Certification:** Certification as a Certified Public Accountant in the State of California is highly desirable.



# Salary & Benefits

The annual salary range for the Deputy Director of Finance is **up to \$197,034**. Placement within the range is negotiable and dependent upon the qualifications and experience of the selected candidate. The City of Rancho Palos Verdes also offers the following benefit package:

**Retirement:** The City participates in the California Public Employees' Retirement System (PERS). California PERS 2% @ 60 for employees with continuing PERS employment with a 7% employee contribution OR 2% @ 62 for new PERS members with an employee contribution of 50% of the normal rate. Employee contributions are made on a pre-tax basis. Final compensation for both plans is determined by the three-year average option.

**Work Schedule:** Full-time employees work 80 hours in 9 days (9/80) and receive every other Friday off. City Hall hours are Monday – Thursday, 7:30 a.m. to 5:30 p.m. and Friday, 7:30 a.m. to 4:30 p.m. A flex schedule via telework is possible with the City Manager's approval. The current telework at the Finance Department is one day per week, subject to approval.

**Deferred Compensation:** Employees have the option to contribute to a 457 deferred compensation account (on a pre-tax basis), up to IRS limits. The City contributes up to a 3% match of 457 employee contributions to a 401(a) defined contribution plan for management/confidential employees.

## Insurance Plans:

- Medical - The City has five (5) medical plans available to employees (3 HMO's, 1 traditional PPO, and a high deductible PPO). The City pays the entire premium for the employee and 50% of the dependent care premium. Employees who show proof of insurance elsewhere and do not enroll in the City's medical plan can receive up to 50% of the premium cost of the least expensive medical plan.
- Dental and Vision - The City pays dental and vision premiums for employees only and 50% of the dependent care premium. The City offers two dental plans and one vision plan.
- Health Savings Account (HSA) - The City annual contribution to employee's HSA plan is \$4,150 for single coverage or \$8,300 for employee and dependent coverage when enrolled in the Blue Shield Silver Plan. Employees can make additional contributions, on a pre-tax basis, to their HSA account through payroll deductions, up to the IRS limits, based on their age (50+) and coverage level.

## Leave:

- Sick leave is accrued at 96 hours per year.
- An employee's vacation accrual rate is determined by the years of full-time paid service in the private or public/government sector beginning with 80 hours per year. Additionally, employees will have the option of being paid up to 50% of accrued vacation leave with the approval of the City Manager.
- Employees are eligible to earn wellness leave with a maximum accrual of 9 hours.
- Administrative leave is up to 80 hours per fiscal year for Executive Management. Initial allotment will be pro-rated, based on start date within fiscal year (July 1 to June 30).

**Holidays:** The City provides six (6) fixed holidays, one (1) floating holiday, and the winter holiday break (workdays between and including December 24th and January 1st).

**Social Security:** The City does not participate in Social Security, but federal law requires that a mandatory 1.45% Medicare contribution be deducted for each employee.

**Performance Incentive:** Employees are eligible to receive monetary awards of up to 6% of their gross annual pay in recognition of exemplary performance, subject to the approval of the Department Head and City Manager.





# Application and Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

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