



**The City of Sausalito, California  
invites applications for**

# **FINANCE DIRECTOR**



**An exciting job opportunity in a  
beautiful bay front community  
that offers an excellent range of benefits & flexibility  
Deadline to apply: Monday, January 5, 2009 or until filled**

## **City of Sausalito Mission Statement**

***The City of Sausalito serves its people and promotes creativity in its unique waterfront community.***

## **Sausalito: The Community**

Sausalito is a beautiful bay front community of 7,400 residents that is nestled at the foot of the Golden Gate National Recreation Area. Located in Marin County just a short trip over the Golden Gate Bridge from San Francisco, Sausalito offers all the small town attributes of a close-knit, community-oriented citizenry located in close proximity to a wide range of cultural opportunities. The blend of historic buildings, wooded hillsides, sweeping bay and San Francisco views combine to make Sausalito a community of unparalleled charm and natural beauty.

## **Sausalito: The City Government**

Sausalito is a general law city operating under a Council/Manager form of government. Incorporated in 1893, the City government provides a high level of municipal services, including police and fire services, library service 7 days a week, 17 municipal parks, a recreation program that generates more than half of its operating costs in program revenues, and proactive administration, public works and community development departments. The 70+ member workforce enjoys close working relationships across departmental lines.

The City's Finance Department has a full-time 3-member staff working with the Director and is widely regarded in the community as well-run and progressive. Sausalito utilizes a Springbrook Financial Management system that was installed in 2001, with regular periodic updates.

The City Council and Management Team enjoy a united and highly effective working relationship that values trust, open communication and creativity. The City Manager and Finance Director work directly with two Council members on a Finance Committee that provides opportunity for early informal review of policy and budgetary matters.

## **Finance Director : The Opportunity**

The City of Sausalito seeks an energetic and talented individual to assume its Finance Director position. This is an exciting career opportunity for a person who enjoys a high level of interaction with senior management staff and elected officials in a supportive and innovative working environment. The position is well-suited for a hands-on self starter who is skilled in all facets of municipal finance and enjoys the camaraderie of a fast-paced, collaborative work environment. In addition to the usual range of municipal finance functions, Sausalito enjoys municipal revenue opportunities uncommon for a small city, including a significant municipal real estate portfolio and a municipal parking operation that grosses over \$1 million per year.

## **Finance Director: The Qualifications**

Applicants must have graduated from an accredited college or university with major course work in accounting, finance or business administration. A CPA is desirable, and progressive experience in the municipal government sector is essential. The successful candidate should have advanced computer skills and will serve as the Administrator of the finance software programs.

## **Qualities Sought in a Finance Director**

- Team player who works effectively with and earns the respect of peers, subordinates, elected officials and community members
- Proactive financial strategist who is not daunted by the current financial picture for municipalities in California
- Thorough knowledge of California Municipal Finance law and experience in financing capital projects
- Ability to maintain the City's compliance with all state financial reporting requirements
- Knowledgeable on developments within the accounting and finance profession, with a proven track record of effective application of up-to-date methods and timely completion of budgets, reports and statements
- Strong work ethic and timely follow-through on assigned tasks; readily assumes responsibility for new assignments and effectively self-manages their completion
- Ethical and values-driven
- Effective communicator, both written and oral
- Able to interpret the needs of interdepartmental processes and to tactfully integrate compliance requirements and to work cohesively to effectively balance sometimes opposing needs
- Able to nurture staff capabilities and to celebrate their professional achievements
- Ability to identify and act quickly on problems and needs
- Political sensitivity
- Skillful negotiator who is able to craft equitable agreements including collective bargaining agreements, leases and contracts

## **Duties of the Sausalito Finance Director**

The broad range of representative duties of the Finance Director includes:

- Administers the daily operations of the Finance Division by overseeing the following activities: payroll; accounts payable; cash deposits; accounts receivable collection; business license program; fixed assets; internal controls; leases of City properties; year-end tax reporting; billings including Tidelands, Martin Luther King property and parking; debt, treasury and investment.
- Develops, plans and implements Finance Division goals and objectives.
- Coordinates Finance Division
- Prepares annual City operating budget and mid-year budget review.
- Assumes responsibility for financial records and the issuance of a Comprehensive Annual Financial Report (CAFR).
- Maintains a chart of accounts.
- Prepares quarterly Treasurer's Reports and financial reports and presents them to the City Council.

- Responsible for debt issuance and disclosure.
- Administers the City's purchasing policy and purchasing systems.
- Provides support and training to various City department in finance-related activities and software.
- Prepares labor negotiation fiscal impact calculations.
- Coordinates with Public Works Director and City Engineer to prepare City's Capital Improvement Projects (CIP) budget.
- Coordinates and works with Southern Marin Fire Protection District on fire operations.
- Assumes responsibility for Finance Committee and OMIT Committee agendas; attends the meetings; prepares Actions Taken report as follow-up.
- Serves as staff liaison to the Citizens' Oversight Committee for the construction of the public safety buildings.
- Tracks public safety buildings construction costs with Project Manager.
- Reviews fiscal impact portions of all staff reports prepared for City Council agendas.
- Makes suggestions and develops policies and procedures to improve efficiency and effectiveness of City's financial processes.
- Serves as system administrator for Springbrook financial systems.
- As a member of the City's Senior Management Team, attends Team meetings and bi-annual strategic planning session; reports to the City Manager.
- Supervises Finance Division staff: assesses and monitors staff workload and internal reporting relationships; provides training in policies and practices; mentors staff development and provides succession training; conducts employee performance evaluations; identifies opportunities for improvement.
- Provides support to City parking programs and operations.
- Shares administration and coordination of employee benefits and risk management programs with other Administration Department staff; serves as alternate to the Bay Cities Joint Power Insurance Authority.
- Directs and implements the City's insurance programs.
- Oversees compliance by all City departments to policies and control measures.
- Monitors state legislation concerning municipal financing and takes appropriate action to implement requirements for the City.

## Compensation

**Salary:** Current salary offered is up to \$125,000 annually, depending on qualifications. That salary includes the 8% employee PERS contribution in accordance with Internal Revenue Code 414(h)(2)

**Hours:** Flexible hours to be mutually agreed upon with the City Manager

**Retirement:** PERS 2.5% @ 55; single highest year compensation; sick leave conversion. Employees do not contribute to Social Security.

**Benefits:** As a member of the Management Employee Group, the Finance Director will enjoy generous benefits.

- **Cafeteria Plan:** The City contribution is based on the employee's status: employee only, employee +1 dependent, or employee +2 or more dependents. Options available in the plan include: CalPERS health plans, dental, vision, life insurance, long-term disability, short-term disability, CalPERS long term care insurance, and/or cash back.

- **Deferred Compensation programs:** 457 Plans with ICMA, Hartford, National and CalPERS
- **Automobile Allowance:** \$250 per month
- **Leave Program:** 80 hours per year of Administrative Leave, 136 hours per year earned Vacation Leave, 96 hours per year earned Sick Leave + 10 paid holidays

## Application Process

The deadline to submit a detailed resumé and cover letter summarizing your unique qualifications for the position is no later than 5:00 pm on Monday, January 5, 2009. However, recruitment will be open until filled, so please check with Ms. Dale Vaughn if you miss the January 5 deadline. Inquiries and materials may be submitted in any of the following ways to:

**City of Sausalito / Attn: Ms. Dale Vaughn, Human Resources Specialist**

**Mail:** 420 Litho Street, Sausalito CA 94965

**Phone:** (415) 289-4130

**FAX:** Attention Ms. Dale Vaughn at (415) 289-4167

**Email:** [Dvaughn@ci.sausalito.ca.us](mailto:Dvaughn@ci.sausalito.ca.us)

## City of Sausalito Documents Pertinent to This Position

If you wish to review them, the following major Finance Division documents are available on the City of Sausalito website (<http://www.ci.sausalito.ca.us>):

**Recent & Current Budgets:** <http://www.ci.sausalito.ca.us/Index.aspx?page=586>

**Audited Financial Statements:** <http://www.ci.sausalito.ca.us/Index.aspx?page=521>

**City of Sausalito Investment Policy:** <http://www.ci.sausalito.ca.us/Index.aspx?page=463>