

CITY OF MILLBRAE, CALIFORNIA

Finance Director



THE CITY OF MILLBRAE

The City of Millbrae is perfectly situated between San Francisco and Silicon Valley, nestled between the sun-warmed hills and the San Francisco Bay and serves a population of 23,000. Adjacent to the San Francisco International Airport and located in the heart of San Mateo County, Millbrae is gently cradled in the sun-warmed hills that separate the Pacific Ocean from the San Francisco Bay. Major freeways border both its eastern and western boundaries, making Millbrae easily accessible from all parts of the Bay Area. Many hillside homes enjoy beautiful bay views. Well-cared for middle-class neighborhoods, eleven local parks and the Green Hills Country Club add to the charm of the residential community. The City acknowledges the importance of and continually strives towards preserving, enhancing, and managing open spaces and trees. With a highly rated school system and major colleges and universities within driving distance, Millbrae is an ideal location to raise a family.

Millbrae's economic community is a vital mix of retail, shopping, restaurants, service businesses, hotels and public services. The City retains a small town ambience while being the major transportation hub of the Bay. With the Bay Area Rapid Transit (BART) / San Francisco International Airport (SFO) Extension, the City has adopted the Millbrae Station Area Specific Plan in order to attract hotel, office, retail and housing development to the area around the Millbrae BART station. The Millbrae BART station provides the only Intermodal rail connection west of the Mississippi, the first regional rail system in the Bay Area. This unique station, which is connected and adjacent to the San Francisco International Airport, allows BART, CalTrain and SamTrans to connect under one roof, thereby maximizing regional travel options for passengers in the Bay Area. The City continues to implement sustainable programs that will improve the health of the community and environment, and will ensure future generations may live healthy, productive, and comfortable lives.

GOVERNANCE

Millbrae operates as a General Law City, provides for a Council-City Manager form of government, which clearly distinguishes the legislative powers of the City Council from the Administrative powers of the City Manager. The City Council, composed of five members, are the only officials elected directly by the residents of Millbrae. The Council members serve a four-year term, and annually choose a mayor, and vice mayor from among their members. As the legislative branch of the government, the City Council makes final decisions

on all major City matters. The City Council adopts ordinances and resolutions necessary for efficient governmental operations, approves the budget, and acts as a board of appeals. The City Manager, City Attorney and members of the City's boards and commissions are appointed by the City Council. The City Manager administers the daily affairs of the City, carries out City Council policies, and appoints and dismisses all department heads.

To learn more about the City of Millbrae,
go to: <https://www.ci.millbrae.ca.us/>

THE DEPARTMENT

The Finance Department is comprised of Financial Management, Utility Billing and Treasury and is responsible for overseeing the financial management of City funds and supporting the City Council, City Manager and departments in providing City service to the community.

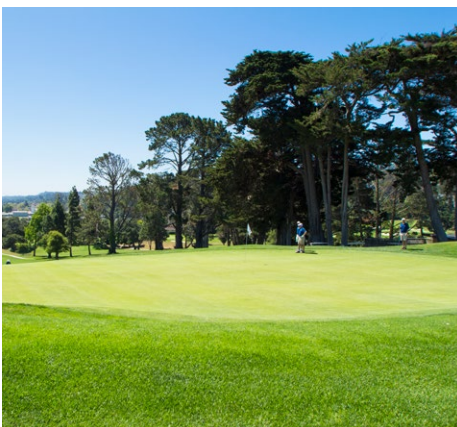
The Mission of the Finance Department is to maintain the City of Millbrae's high standard of financial excellence by providing Citizens, City Council, City Manager, and City departments with quality and sound financial management, and professional, effective, responsive and courteous customer service. We accomplish this through the implementation of industry best practices that have been proven successful. We approach our work with confidence, competence, dedication and commitment.

THE POSITION

The Finance Director plans, organizes, performs, and directs the activities of the Finance Department including Utility Billing, Accounts Receivable, Accounts Payable and Payroll, Treasury, and Budget and Financial Reporting Departments, and administrative support staff. This position is responsible for formulating City-wide fiscal policy and procedures, including department goals, objectives, policies, and procedures.

Skills and Abilities

- Strong analytical skills necessary to prepare budgets, make forecasts of projected revenues and expenditures, approve expenditures, implement budgetary adjustments, and provide clear and accurate financial or narrative reports.
- Excellent communication skills are necessary to provide technical direction and guidance to City management staff on financial matters, fiscal policy, and best practices.





- The ability to act as the City Treasurer in the development and implementation of investment policies and procedures.
- Provide strategic policy information to ensure the best use of resources.
- A background analyzing financial data and preparing clear and accurate financial or narrative reports.
- Leadership in developing and implementing financial strategies, programs, and policies.
- Skill in working through financial and regulatory complexities and financial markets.
- Develop a culture of high integrity, transparency, and professionalism that supports training, employee growth and development.
- Create and foster stability, succession planning and a department of high performance, accountability, and positive morale through effective leadership.
- A professional with experience working in the public sector possessing a solid foundation of government requirements and regulations.
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public.
- Sound technology experience with the ability to provide support in using ERP systems more effectively to allow for clear dashboards and increasing transparency.
- A background in the support and development of a strategic plan.

THE IDEAL CANDIDATE

The ideal candidate will be an energetic, inspiring, and ethically sound leader, and a collaborative problem solver and team player. Excellent communication and interpersonal skills are necessary to work well with staff, executive management, City Council and the community at large. The successful candidate will have the desire and confidence to work with City leadership in a highly visible role to carry out the mission, vision, and needs of the City. The successful Finance Director will be committed to municipal transparency and accountability. This position will require flexibility, a willingness to exchange and encourage new ideas, and the ability to build consensus while helping to move the City in an exciting new and prosperous direction. The City seeks a strong team builder with a proven track record of proactive, hands-on, participative finance

management experience, and excellent interpersonal and problem solving skills, and the ability to think 'out of the box' to provide solutions to complex issues. An executive leader who assesses the greater good for a community, cares about the City and knows Transient Occupancy Tax, forecasting and financial strategies.

Key Attributes and Characteristics

- Politically savvy, strong technical skills, creative and adaptive.
- Provide leadership and inspire support in the City's efforts to encourage workplace values including integrity, respect, teamwork, performance, excellence, and safety.
- An active problem solver who anticipates and responds to problems in a timely manner and develops alternative solutions.
- Provide expertise for ERP system and collaborate on current and future technology projects.
- Must be creative and solutions-oriented; able to bring innovation to difficult problems or issues.
- Strong communication and interpersonal skills necessary to translate technical concepts to all levels of audience, create and develop positive relationships with staff, organizational leadership, and various stakeholders; someone who is willing to listen and able to build trust.

QUALIFICATIONS

- Bachelor's degree in finance, accounting, economics, public or business administration or a closely related field. A Master's degree in a related field is highly desirable.
- A minimum of six to eight (6-8) years of progressively responsible experience in financial management and analysis, budget development, accounting, treasury, and debt and liability management.
- Three to five (3-5) years in a management or supervisory capacity.
- Principles and practices of municipal and general accounting and data processing; computerized applications of accounting and business functions; finance administration and auditing; budgeting, accounts payable, payroll, accounts receivable, and financial reporting.
- A CPA license/designation is highly desirable.

COMPENSATION AND BENEFITS

The salary range for the Finance Director is **\$163,808 - \$199,118** annually depending on qualifications.

Management Benefits

Leave accruals

- 10 days (80 hours) national holidays observed per year
- 40 hours Floating holiday leave per year
- 40 hours Management leave per year (80 hours for Department Heads)
- Maximum accumulation of accrued leave is 1,040 hours (6 months)
- 14 hours General leave per month (21 days/year); General leave accrual goes up with years of service

Years of Service	Monthly Accrual Rate for General Leave
1-4 Years	14 hours
5-9 Years	16 hours
10-14 Years	18 hours
15 and above	19.34 hours

Health Coverage

- \$1,848.26/month medical allowance towards CalPERS health plans for 2020
- \$572/month cash stipend for opting out of health coverage (proof of health coverage is required)
- Up to \$300/month cash stipend for selecting employee-only or employee+1 coverage
- You are still eligible for Dental and Vision coverage even if you opt out of Health coverage

Dental coverage

- City Paid Ameritas PPO plan through The Standard for employee, spouse, and dependent children up to age 26
- \$2,000 annual maximum for each covered member
- Max Builder benefit

Vision Coverage

- City Paid VSP Choice plan for employee, spouse, and dependent children up to age 26

CalPERS

- CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for PEPRA (new) members
- Employee contribution is 13.5% for classic members or 7.25% for PEPRA members

Other Benefits

- City paid Life insurance plan; coverage is 2.5 times the annual salary amount up to \$400,000
- City paid AD&D insurance
- City paid Short Term and Long Term Disability insurance
- Deferred Compensation 457 Plans through CalPERS and/or ICMA
- Flexible spending accounts for medical, dependent care, transit, and parking
- Employee Assistance Program
- Additional insurance plans available through Hartford and Aflac

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, April 20, 2020. To be considered for this exceptional career opportunity, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

Forward to: <https://executivesearch.cpshr.us/JobDetail?ID=632>

For additional information, please contact:

CPS HR CONSULTING

Frank Rojas
CPS HR Consulting
Phone (916) 471-3111

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

