



Assistant Chief Financial Officer



THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 200,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles southeast of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial development and manufacturing, and the U.S. Navy. Oxnard's harbor and beaches support a strong tourism industry in normal times. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks, two thriving military bases, a full-service deep water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There

is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of the Mayor and six other Councilmembers. The term of office is four years for all elected officials, with elections held every two years for three City Council seats at a time. All Councilmembers are elected by district except the Mayor, who is elected at large during presidential election years. The City Treasurer, who is elected at the same time as the Mayor, invests idle funds and manages the investment portfolio. The City Clerk is also elected Citywide. The City Council appoints the City Manager and City Attorney.

Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City which strikes a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change.

Oxnard has a current all-funds budget of over \$530 million. The City employs over 1,300 authorized full-time equivalent employees and an additional 500 part-time seasonal and extra-help employees within 13 City departments and City Council.

THE MISSION of the Finance Department is to provide relevant and reliable financial information and assistance to all City programs in order to enhance the financial viability of the City for the benefit of those who reside, work, and invest in the community.





THE DEPARTMENT

The Finance Department is responsible for overseeing the financial management of City funds and supporting the City Council, City Manager and Departments in providing services to the community. The department programs include: general accounting, budget, debt issuance and administration, grant accounting, purchasing, and mail and courier services. Currently, there are over 30 budgeted positions.

THE POSITION

The Assistant Chief Financial Officer assists in planning, directing, managing, and overseeing the activities and operations of the Finance Department. In addition, this position coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex analytical support to the Chief Financial Officer; and serves as acting Chief Financial Officer, as required.

PRIORITIES AND OPPORTUNITIES

- Provide project management for the completion of the finance-related part of the City's ERP implementation (Tyler Munis) transforming current processes into best practices enabled by the Munis software
- Continue to build a culture of high performance, transparency, and professionalism that supports training, employee growth and development
- Sustain momentum in improving and maintaining internal controls and accounting best practices that in the last several years have resolved all but a dozen of 183 audit findings, including all 65 material weaknesses
- Create and foster stability, succession planning, accountability, and positive morale through effective leadership

THE IDEAL CANDIDATE

The ideal candidate will be forward thinking, motivational, and have high energy, with the ability to provide leadership and inspire support in the City's efforts to encourage workplace values including integrity, respect, teamwork, and high performance. Excellent communication and interpersonal skills are necessary to work well with staff, department heads and internal and external stakeholders. The successful Assistant CFO will have the desire and confidence to work in a highly visible role to carry out the mission, vision, and needs of the City. This position will require flexibility, a willingness to exchange and encourage new ideas, and the ability to build consensus while developing working relationships based on trust and professionalism. The new Assistant Chief Financial Officer for the City of Oxnard may be seasoned, or an up and comer, in either a large or small city, county, special district or similar governmental setting.

Key skills and attributes include but are not limited to the following:

- Experience implementing and supporting a new ERP system, preferably in a municipal setting
- A collaborative change agent with a proven track record in succession planning and staff development
- Leadership in developing and implementing financial strategies, programs, and policies
- Skill in working through municipal financial and regulatory complexities and debt requirements to improve internal operations and controls
- The ability to work collaboratively on forecasting and solutions for a solid fiscal structure
- Politically astute and diplomatic. Possesses emotional intelligence
- A supportive, mentoring and coaching supervisory style with the ability to assess talent and train employees accordingly
- Big picture thinker with the ability to understand details
- Possess the highest ethical standards and able to make difficult decisions

QUALIFICATIONS

- Bachelor's degree in finance, accounting, economics, public or business administration or a closely related field
- A minimum of eight (8) years of progressively responsible experience in financial management and analysis, budget development, accounting, and debt and liability management
- Three to five (3-5) years in a management or supervisory capacity
- Experience working in the public sector possessing a solid foundation of government requirements and regulations is desirable, but not mandatory
- A CPA license/designation is desirable

COMPENSATION AND BENEFITS

The salary range for this position is \$110,678 - \$181,770.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$803.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year

- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, March 29, 2021.

To be considered, 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.

Please submit your materials to:

<https://executivesearch.cpshr.us/JobDetail?ID=1754>

For additional information, please contact:

CPS HR CONSULTING

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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.

Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

