



CITY OF NOVATO  
CALIFORNIA



# *The City of Novato*



*invites your interest  
for the position of*

**Finance  
Director**

## The Community

The scenic city of Novato enjoys over 3,600 acres of open space and park land. Novato, located in beautiful California, is ideally situated in Northern Marin County on highway 101 approximately 29 miles north of San Francisco and 37 miles northwest of Oakland. The City has a resident population of over 55,000 within the 28 square mile city limits.

In 2018, Novato was recognized as one of the best places to live in the U.S. In addition to the abundance of open space and beautiful parks, the City was noted for the high achieving Novato Unified School District.

The local economy was acknowledged with a strong foundation of biotech and emerging technology companies joined by a variety of retail centers. Medical facilities, including Novato Community Hospital and the Novato Healthcare Center, were also recognized as valuable community assets. The former Hamilton Air Force Base is also located in Novato. Decommissioned in 1974 and designated a Historic District in 1998, the base has been largely redeveloped into single-family homes, with the former hangar buildings redeveloped into two-story office buildings for companies including 2K Sports, Sony Imageworks, Visual Concepts, The Republic of Tea, Toys For Bob, and Birkenstock Distribution USA.



## City Government

The City of Novato is a General Law city with a Council Manager form of government. The five-member City Council is elected via district to alternating four-year terms. The Mayor and Mayor Pro-Tem are selected annually by the Council members. The City Council appoints both the City Manager and City Attorney.

In 2015, the community successfully passed ballot Measure C, a ¼ cent sales tax designed to maintain essential services and to support the City's fiscal stability. Measure C will provide \$2.5 million annually for a minimum of 20 years. The Novato Citizens Finance Advisory/Oversight Committee was established to serve as the official Citizen's Oversight Committee and to provide feedback, insight and recommendations to the City Council.

The City's 208 member staff provide administrative, public safety, community development, public works, economic development, and parks and recreation services. Fire and paramedic services are provided by the Novato Fire Protection District with water distribution, wastewater treatment, and waste management provided through special districts. The City operates on an annual budget of \$81.8 million, of which \$42 million represents the General Fund. The City maintains a healthy financial reserve position equaling 22% of the General Fund.



The City's organizational culture is friendly, service-oriented, and fast paced. The collegial and friendly work environment ensures that information is shared to creatively and collaboratively respond to and resolve issues facing the community. Alternative work schedules provide life/work balance as many employees enjoy every other Friday off in a 9/80 schedule.

## The Position and Ideal Candidate

The Finance Director is a newly reestablished role reporting to the City Manager, after a number of years utilizing the Administrative Services Director/ Assistant City Manager organizational model. The Finance Department includes a staff of five (including this position) with oversight for the budget, accounting, financial reporting, payroll, business licensing, and procurement. As a key member of the City's executive management team, the Finance Director is expected to provide exceptional leadership, proactive management and excellent communication skills to the finance department, the city leadership team and to the community of Novato.



This position provides an exciting mix of key priorities. Related to this effort is the desire to develop and utilize various financial forecasting and modeling reports and tools, including a fiscal sustainability plan. This may include new revenue opportunities along with more focus on productivity and efficiency efforts in the workplace. The operational components of the annual budget process and monthly reporting, the CAFR and audit process, a need for an internal financial audit, as well as the need for a department staffing assessment will also require ongoing attention.

The current finance staff is highly motivated and dedicated to the organization. In providing leadership to the finance team, the new Director will be an engaged, active and participative mentor. In working with the city leadership team, the director will operate in a collegial, collaborative and team-oriented fashion. A spirit of partnership with the ability to influence and provide positive guidance to peers and staff will be essential to this role. With the City Council, as liaison to the Citizen's Financial Oversight Committee and in interactions with the public, the desire is to provide insightful financial information related to budgets, financial analysis and other relevant financial topics. Effective written and public speaking skills with the ability to present complex financial information in an informative, non-technical manner will be critical to this role.

The new Finance Director will have a positive, friendly and flexible style coupled with a sense of humor and the ability to adapt and adjust to a dynamic and active work environment. She/he will be a creative problem solver with a track record of effective leadership and will possess excellent communication skills and a "service first" orientation. Expertise with financial software systems and a strong set of generalist finance skills will be essential as all department heads within Novato continue to be "hands-on" in assisting with day-to-day activities.



This position requires five or more years of progressively responsible professional accounting or financial experience preferably within a municipal or governmental agency, or a CPA firm with a governmental auditing division. The ideal candidate will have at least three years of management or supervisory experience. Equivalency to a Bachelor's degree from an accredited university or college with major coursework in accounting, finance, public or business administration, or a related field is required. A Master's degree and possession of a CPA with audit experience are highly desirable. Experience with capital project accounting is also a desired skillset for our new Finance Director.

## Compensation and Benefits

The City of Novato offers an attractive program of compensation and benefits. The salary range for this position is \$143,968.13 - \$174,994.16 annually. The excellent benefits program includes:

- ◆ Retirement: CalPERS with a 2% @ 55 formula for Classic members. New members are eligible for a 2% @ 62 formula. The City does not participate in Social Security.
- ◆ Medical Insurance: Choice of eight HMO & PPO options through CalPERS, with a cafeteria plan contribution of up to \$1,975 for full family enrollment.
- ◆ Dental Insurance: Choice of six dental PPO & HMO options with employee only premiums beginning at \$28.76 per month.
- ◆ Vision: VSP fully paid by the City.
- ◆ Vacation: Initial accrual at the rate of 80 per year with up to 160 hours per year after year five. Earned vacation time over 270 hours will be paid off on the anniversary date and this position may also cash out up to 80 hours of accrued vacation or executive leave annually, per the MOU.
- ◆ Holidays: 11 designated holidays and two floating holidays annually.
- ◆ Executive Leave: Up to 90 hours per year.
- ◆ Performance Incentives: The City Manager may also elect to award an additional executive leave balance of up to 90 hours and may award up to \$3,000 in performance pay annually on July 1.
- ◆ Sick Leave: Grant of 40 hours upon hire, thereafter accrual of one day per month.
- ◆ Life Insurance: \$100,000 policy paid by the City.
- ◆ Work Schedule: 9/80 work schedule with alternating Fridays off.
- ◆ Flexible Spending Plan: City offers plan for pre-tax employee contributions to pay for dependent care and/or out-of-pocket health care costs.
- ◆ Long Term Disability: Optional employee paid benefit plan available.
- ◆ Deferred Compensation: Dollar for dollar match up to a maximum of two thousand dollars (\$2,000) per calendar year if actively enrolled in a deferred compensation program.
- ◆ Computer Loan Purchase Program: Employee computer loan not to exceed \$3500.
- ◆ Transportation and Technology Stipend: \$250 monthly stipend to use towards transportation and technology.

## The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

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The final filing date for this position is: December 27, 2019.

If you have any questions regarding this position please contact Paul Kimura at 408.399.4424 or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).

