ALBANY MUNICIPAL SERVICES
(A Joint Powers Authority with the City of Albany)
FINANCE DIRECTOR

CITY OF ALBANY
URBAN VILLAGE BY THE BAY
CALIFORNIA
About the City

Albany, California is a city of 18,800 residents located in the greater San Francisco Bay Area. The City is dedicated to maintaining its small-town ambience, responding to the needs of a diverse community, and providing a safe, healthy, and sustainable environment. Surrounded by the San Francisco Bay to the west, the Berkeley Hills to the east, and the communities of Berkeley, El Cerrito, Kensington, and Richmond. Albany’s 1.7 square miles offer a fascinating diversity.

Albany prides itself on being a safe, community-oriented city with strong services and programs for youth, families, and senior citizens. The City is comprised largely of single-family homes and small businesses with its own “Main Street”, Solano Avenue. Albany is located next to the University of California, Berkeley, and has its own highly ranked public school system, providing a warm environment for students and family alike. Community events, the arts and a vibrant commercial district cater to the needs of the community. Albany in centrally located for optimal access to the walking, hiking and biking paths so famed in the East Bay area, and it offers the charms of small-town living with attractions of being located in a major metropolitan region.

City Government and the Organization

Albany is a charter city under a Council-Manager form of government. The five Council members are elected at-large citizens for four-year, staggered terms. The Mayor and Vice Mayor are selected by the Council.

The City Manager and the City Attorney are appointed by the Council, while the City Treasurer is an elected, part-time position. The City is organized into the departments of Community Development, Finance, Administration, Fire, Police, Public Works, and Recreation & Community Services. Albany’s proposed FY2015/16 budget is $23.1 million. The City currently employs approximately 97 full-time and 35 part-time seasonal staff members.

The Position and the Ideal Candidate

The Finance Director has a critical role serving as the Chief Financial Officer for the City and managing the finance operations. In reporting to the City Manager, the Finance Director will be a team oriented and collaborative leader that works effectively and cohesively with elected officials, peer executives, and staff.

The Finance Director will be responsible for the preparation, administration and control of the City’s operating budget and Capital Improvement Program; calculate cost distributions and provide for the production and distribution of preliminary financial documents; direct and manage the preparation of the Comprehensive Annual Financial Report (CAFR) including narrative, financial, and statistical data; develop short and long range financial plans, analysis, and forecasts, with alternatives, to enable the City to determine financial policy for achieving operating and capital improvement objectives within available financial resources.

In addition to managing the Finance Department, a key priority is to continue the work started in September 2014 to upgrade the financial software from Tyler Incode to Tyler Munis. The goal is to “go live” with the upgraded software in 2016. Overall, there is a team of five FTEs within Finance Department. The finance operation includes an accountant, a financial analyst, a payroll specialist, and two accounting technicians.

The position provides a compelling opportunity to positively impact the City operation on both an immediate and on-going
basis through the development and implementation of effective management and finance systems. A leadership style that incorporates “teaching” and mentorship, information sharing through proactive communications, and an engaging, accessible and open approach will provide the foundation for the success of the new Director. The essential expertise for the role is “hands on” technical skill.

The position requires a minimum of five years of administration in maintaining financial records and preparing financial statements, including at least three years in a supervisory capacity. Graduation from an accredited four-year university in business administration, public administration, economics, or a related field is expected. Experience in a public agency or entity that utilizes “fund accounting” is preferred. A CPA licensure is also preferred.

COMPENSATION AND BENEFITS

The City of Albany offers a very competitive compensation and benefits package. The salary range for this position is $123,420 to $150,012 annually, depending on qualifications. Effective July 6, 2015 this position is eligible for a 3% COLA to $127,128 to $154,512 annually.

The current benefits package includes:

- **Retirement:**
  - CalPERS Classic Members participate in a 2% @ 60 retirement formula.
  - New CalPERS Members as defined by PEPRA participate in a 2% @ 62 formula.
  - This position does not participate in Social Security.

- **Health Insurance:**
  - 9 CalPERS Health Plans to choose from.
  - Employer-paid family health insurance at the Kaiser premium level (based on coverage level).
  - Deferred compensation in-lieu of health insurance at Kaiser Single Rate for employees choosing to opt out by providing proof of outside coverage annually.

- **Other Insurance:**
  - Fully-paid family dental insurance through Delta Dental.
  - Orthodontia reimbursement plan.
  - Life insurance, $50,000 employer paid.
  - Long-term Disability Insurance.

- **Other Benefits:**
  - Vehicle Allowance.
  - Professional Association Dues.
  - Cell Phone Allowance.

- **Vacation:** 11 to 22 days of vacation per year.

- **Administrative Leave:** 9 days of administrative leave per year, with a partial cash-out option.

- **Holidays:** 11 holidays per year.

- **Floating Holidays:** Three floating holidays per year.

- **Sick Leave:** 12 days of sick leave per year.

- **Optional Participation:**
  - A Section 457 deferred compensation program, administered through ICMA.
  - Section 125 flexible spending benefits plan for health care and dependent care expenses.

Additional information regarding benefits can be found on the City’s website.
If you are interested in pursuing this unique and exceptional career opportunity, please submit (email preferred) your cover letter, resume, and salary history to: hr@albanyca.org. All inquiries will be held strictly confidential.

This recruitment is open until filled. The first review of applications will be July 24, 2015. Well-qualified applicants are encouraged to apply prior to the initial review deadline.

Applications received after this date may not receive consideration, and this position may close without notice after July 24, 2015.

Employment of non-safety management and confidential employees is through the Albany Municipal Services Joint Powers Authority (JPA).

If you have any questions regarding this position, please feel free to contact:

Gene Boucher
City of Albany, Human Resources Manager
1000 San Pablo Ave
Albany, Ca 94706
Email: gboucher@albanyca.org
(510) 528-5714

E.O.E.
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