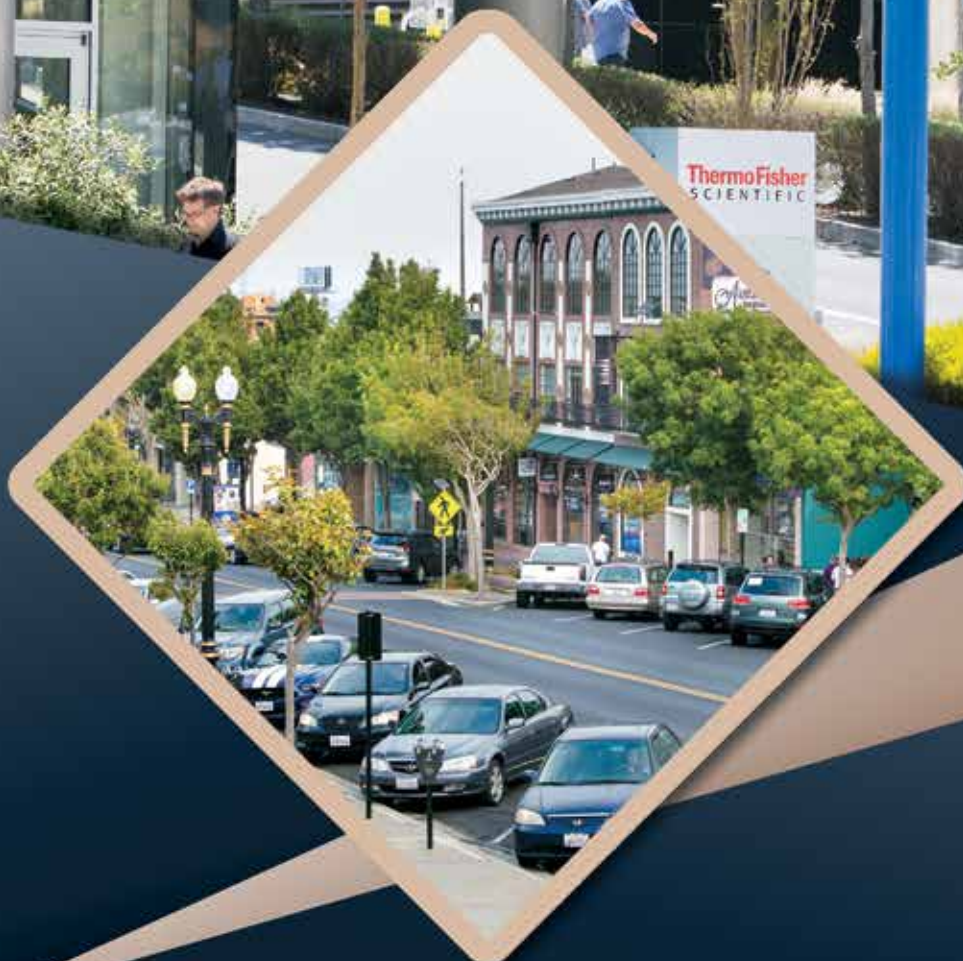
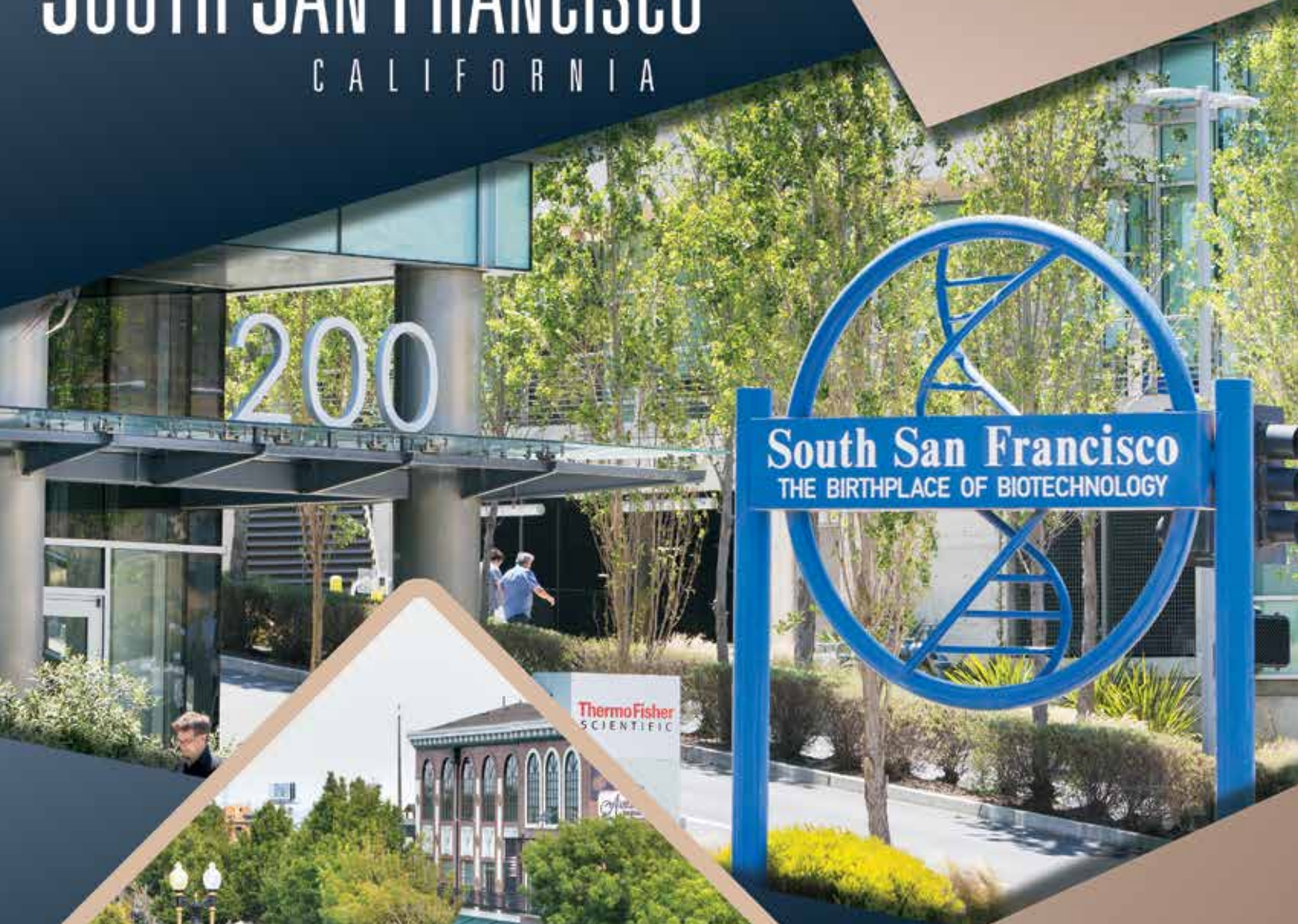


CITY OF  
**SOUTH SAN FRANCISCO**  
CALIFORNIA



**Finance  
Director**

## THE COMMUNITY

The City of South San Francisco is located in northern San Mateo County, just ten miles south of San Francisco on the west shore of the San Francisco Bay. It is strategically located along the Bay Area's main transportation routes, including Highway 101, Interstate 280, Caltrain, San Francisco International Airport, and Bay Area Rapid Transit District commuter rail system.

South San Francisco is fully independent and highly commercialized, with an estimated population of 64,585 that grows to 100,000 during business hours. Perhaps best known as the "Industrial City," the community is characterized by innovation and growth, boasting a strong, diverse economy and business-friendly climate. Recognized as the "Birthplace of Biotechnology" and the Biotech Capital of the World, South San Francisco is home to more than 200 biotech companies, including industry leaders Genentech, Merck, Amgen, and Johnson & Johnson. With \$7 billion worth of private development currently underway that will bring 18,000 new jobs along with numerous active public projects, the city is undergoing an exciting transformation.

South San Francisco is a vibrant community, offering attractive housing, beautiful parks, swimming pools, and a marina, as well as more than 2,800 firms and businesses. Its central location attracts businesses, academia, and a highly-skilled workforce and provides numerous advantages that include access to some of the top universities in the world and close proximity to transportation, tourist destinations, sports venues, shopping, and dining. A city-wide public trail and extensive park system make it easy for residents and visitors to enjoy the area's mild winters and dry, cool summers, with western hills that shield the City from much of the fog that prevails in neighboring areas.

A variety of housing options in safe neighborhoods, award-winning schools, an active library and learning network, beautiful art displays, and plenty of public transportation options all contribute to the high quality of life enjoyed by residents of South San Francisco. To learn more, visit [www.ssf.net](http://www.ssf.net).

## CITY GOVERNMENT

Incorporated in 1908, the City of South San Francisco operates under the Council-Manager form of government with a five-member City Council elected at-large. The Council establishes local laws and policies, determines how the City shall obtain and spend funds, appoints members to all advisory municipal activities, and represents the City by serving on Regional and County committees/boards whose policies

may impact South San Francisco. It also provides direction for the City Manager and serves as the Successor Agency Board of Directors. The City is also served by an elected City Clerk and City Treasurer.

South San Francisco is a full-service City providing municipal services through the collaborative efforts of approximately 500 full-time and 400 part-time staff. In addition to Finance, City Departments include Economic and Community Development, Fire, Human Resources, Information Technology, Library, Parks and Recreation, Police, and Public Works, as well as the Offices of the City Manager and City Attorney. The City's Water Quality Control Plant also provides services to San Bruno, Colma, and other neighboring communities. The City's total FY2018-19 appropriated budget is \$210.7 million (General Fund \$117.4 million) and the City currently carries no general debt.

South San Francisco residents supported two tax measures in November 2018. Measure FF allows for incremental increases the City's Transient Occupancy Tax from 10 to 14 percent through 2021 and the passage of Measure LL provides authorization to tax marijuana businesses up to 5 percent of gross receipts. In addition, in 2015 residents supported a general sales tax measure to provide funding for new a community civic campus. The design process is currently underway with construction anticipated in 2020.

The City and its staff strive to nurture a partnership with the community by recruiting a diverse and highly skilled workforce, being an active partner in quality education, and attracting and retaining a prosperous business community, all of which foster community pride and understanding. As an organization, the City and its employees value their role in providing service to one another and the community and are committed to performing in accordance with South San Francisco's Core Values:

- Strengthening each other and the organization through dedication and teamwork;
- Recognizing and respecting diversity and encouraging opinions of the community and workforce;
- Committing to excellence and service;
- Encouraging creativity and supporting problem solving;
- Accepting responsibility and accountability;
- Demonstrating integrity and honesty in all aspects of service;
- Promoting and maintaining open and constructive communication; and,
- Encouraging skill development and professional growth.



### **Mission Statement**

*The City of South San Francisco's mission is to provide a safe, attractive, and well-maintained City through excellent customer service and superior programs and to have a work ethic that will enhance the Community's quality of life.*

## **THE DEPARTMENT**

The Finance Department provides financial services to City Departments, as well as fiscal accountability and adequate control over the use of City funds. The City's Director of Finance acts as Chief Financial Officer of the municipal corporation. The Department is supported by 13 FTE and has an annual budget of approximately \$3 million.

As a whole, the Finance Department leads fiscal accountability efforts and ensures stewardship of the use of City funds and appropriations through the creation and implementation of policies and procedures. It is responsible for numerous vital City services, including maintaining the City's accounting system, managing payroll and purchasing procedures, issuing business licenses, managing parking districts, and collecting occupancy taxes and other City fees. Other services include risk management, financial planning and analysis, and risk mitigation. The department also oversees timely and accurate collection of Transient Occupancy Taxes and Business Licenses Taxes.

## **THE IDEAL CANDIDATE**

A passionate public servant, the ideal candidate will be a visionary leader in local government finance. As a key member of the City's talented executive team, he/she will play an important role in helping advance Council initiatives and priorities that serve to enhance the quality of life in South San Francisco.

Department heads in this organization are trusted to lead their respective teams with minimal guidance and oversight. Stellar candidates for this city are high energy and self-motivated professionals who are excited by a fast-paced environment and the opportunity to help a community maximize its potential. The candidate ultimately selected must be action and achievement oriented and continuously committed to high performance and superior standards.

The ideal candidate will be a nimble and innovative problem solver who is not constrained by tradition. As one who is open to new ideas and perspectives, he/she will have a history that reveals a willingness to take risks and explore unconventional strategies and solutions. Additionally, this resilient individual will be capable of fostering ingenuity and creativity among team members thereby creating a culture that welcomes new ideas and approaches.

A strong team orientation is necessary to be a good fit with South San Francisco's highly functional and cohesive executive team. Known for being a supportive mentor, the ideal candidate will have the ability to build capacity and talent in others and encourage continuous professional development amongst staff. A role model for lifelong learning and growth, he/she will embrace stretch assignments as well as provide similar unique opportunities for team members to expand their minds and abilities.

The individual selected will exhibit outstanding interpersonal skills and be an excellent communicator who is equally capable of communicating effectively with public finance experts as a layperson with minimal financial knowledge. Additionally, this director must display well-developed political acumen coupled with a high comfort level in working with elected officials.

The ideal candidate will exhibit a keen eye for efficiency and opportunities to streamline. He/she will be considered tech savvy in public sector finance and well-versed in contemporary tools and applications. Experience with a major system conversions or similar transformational initiatives will be helpful to the new director. Similarly, demonstrated success with effectively leading and managing change will be expected.

The individual selected will be a skilled strategist with a history of identifying emerging financial trends. Experience with financial forecasting and modeling is necessary to succeed in the role. Familiarity in working with rating agencies, and debt issuance and management is desirable but not necessary. The City is desirous of attracting candidates who possess at least 5 years of progressively responsible municipal finance experience that includes a minimum of 3 years of service in a supervisory/managerial capacity and a Bachelor's degree in a relevant discipline. A combination of public and private sector experience will be considered favorably. First time directors are encouraged to apply.



## COMPENSATION & BENEFITS

The salary range for this position is \$189,310 - \$229,065; appointment within the range will be DOQE. Salary is supplemented by an attractive benefits package that includes but is not limited to:

**Retirement** – CalPERS 2% @ 60 plan for Classic members (employee contribution 7%); 2% @ 62 plan for New Members (employee contribution 6.5%). City participates in Social Security.

**Vehicle Allowance** – \$450 per month.

**Health Insurance** – City offers a choice of PPO, HMO (two providers), or HDHP plans and offers vision and dental coverage. City pays 100% of vision and dental premiums for employee and eligible dependents. Employee contributes 15% of the HMO health premium cost based on the category of coverage (single, two, family). Employees who have medical coverage elsewhere may waive the City's medical, dental, and vision coverage and elect to have the City contribute \$550 per month into a deferred compensation account.

**Vacation** – Up to 30 days per year depending on years of service. Employees may cash out 120 hours per year if compliant with policy provisions.

**Administrative Leave** – 40-80 hours annually.

**Sick Leave** – accrual rate of 8 hours per month.

**Holidays** – 12 paid holidays and one (1) floating holiday per calendar year.

**Deferred Compensation** – Voluntary 457 plan.

**Term Life Insurance** – City paid \$50,000 policy. Supplemental life policy is available.

**Short & Long-term Disability** – City paid coverage for both programs.

**Accidental Death & Dismemberment** – City paid \$50,000 policy.

**Medical After Retirement Account (MARA)** – City annually contributes 1.5% of employee base salary. Employee contributes \$50 biweekly.

**Other Benefits** – Wellness benefit of \$1,000 per fiscal year; Education Expense Reimbursement up to \$2,000 per fiscal year; Childcare subsidy of 50% discount towards City run childcare program and free recreation classes; Section 125 Flexible Spending Account; Employee Assistance Plan and Long-term Care Plan are available. Housing Assistance will be considered.



## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, February 10, 2019**. To apply for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



Julie Yuan-Miu • 925.820.8436

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TERI BLACK & COMPANY, LLC

[www.tbcrecruiting.com](http://www.tbcrecruiting.com)



Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A small group of candidates will be invited to participate in additional interviews in South San Francisco in March. A selection is anticipated shortly thereafter following completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

