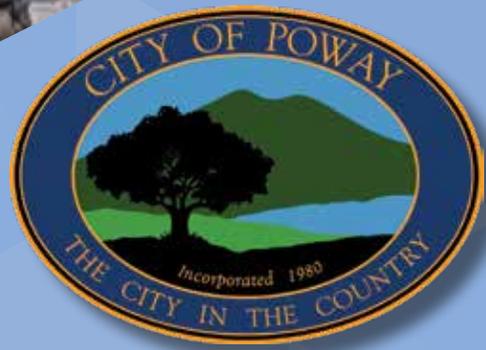




JAMES L. BOWERSOX
CITY OFFICE BUILDING



CITY OF POWAY, CALIFORNIA

**Director
of Finance**



THE COMMUNITY

The City of Poway is strategically located in the center of the San Diego County, just three miles east of Interstate 15 and 20 miles north of downtown San Diego. Nestled in the coastal foothills, Poway has successfully maintained the feel of a traditional American hometown despite its size (population 50,207).

A family-oriented community, Poway repeatedly ranks as one of the best places in the area to raise a family and as one of the safest cities in California. This community has distinguished itself as the “City in the Country,” boasting both rural and cosmopolitan amenities, and is as much characterized by mature landscaping and rolling foothills as it is by a state-of-the-art business park and broad range of shopping and dining opportunities. Attractive residential neighborhoods are complemented by 55 miles of hiking, riding and jogging trails, over 7,000 acres of dedicated open space, and many recreational facilities, including Lake Poway Recreation area and Old Poway Park. A wide range of community events, classes, and recreational opportunities also take place throughout the year, contributing to the City’s sense of community and small-town feel.

Serving over 35,000 students, the Poway Unified School District is dedicated to providing powerful 21st-century learning experiences. In 2018, four out of five district high schools were ranked in the top 1,000 nationwide by U.S. News & World Report, and the district as a whole has gained statewide and national recognition for excellence in curriculum and teaching methods. Additionally, many outstanding universities, including University of California at San Diego, San Diego State University, California State University-San Marcos and the University of San Diego, plus community college options are only a short distance away from city limits.

**For more information regarding
the City of Poway, please visit
<http://www.poway.org>**

CITY GOVERNMENT

The City of Poway incorporated in December 1980 as a general law city operating under the Council-Manager form of government. The City Council is comprised of five members elected to serve overlapping four-year terms; beginning in November 2018, Councilmembers are elected by district rather than at-large. Each year, the City Council chooses one of its members to serve as the Deputy Mayor, while the Mayor is directly elected. There are no term limits in Poway and the community benefits from the city’s long-term political stability. Known for being an active and engaged elected body, Councilmembers typically serve for numerous terms and, in recent past, incumbents have been easily reelected.

Poway’s City Manager is appointed by the City Council, as are the City Attorney and the members of the City’s citizen advisory committees. The Council is accountable to the residents of Poway for all services and programs provided by the municipality and serves as the City’s policy-making body. Poway provides the traditional spectrum of municipal services, including water and sewer, and contracts with the San Diego County Sheriff’s Department for law enforcement services. Additionally, the invaluable contributions of time and energy from hundreds of volunteers bolster services and address other community needs.

Municipal services and activities are supported by 213 full-time employees and a total operating budget of \$88 million (\$46 million General Fund) for Fiscal Year 2018-19. The City benefits from a balanced budget, healthy reserves and sound financial policies and practices, attributable to its longstanding conservative approach to financial management. In fact, Poway adheres to an enviable General Fund reserve policy of 45 percent. Primary sources of revenue are sales tax, property tax, and fees.





FINANCE DEPARTMENT

The Director of Finance oversees a department budget of \$5.2 million and a team of 19 full-time and 1.5 part-time staff. The responsibilities of the Department include traditional activities of budgeting, accounting, financial reporting, purchasing, payroll and debt administration which are carried out by the **Finance Division**. The Department also encompasses the **Information Technology Division**. The **Customer Services Division**, which oversees all aspects of water and sewer billing, and focuses on cost recovery of operations and infrastructure maintenance, is also housed in the Finance Department. In addition, the finance team manages funds for miscellaneous projects and capital equipment replacement.

The City recently implemented the Finance, Payroll, and Human Resources modules of Tyler Munis and will be preparing the FY2019-20 budget on the new platform. The comprehensive ERP conversion will continue as other modules, including capital assets and the CAFR builder, are implemented in the upcoming year. Additional priorities on the horizon include a utilities rate study, which will be conducted in collaboration with other departments and with the assistance of an outside consultant. Succession planning and the documentation and transfer of institutional knowledge will also be a top priority for the new Director.

THE IDEAL CANDIDATE

The ideal candidate will be a well-regarded local government finance professional and trusted steward of public resources who offers the demonstrated ability to advance organizational goals and priorities. Known as a confident industry expert with impeccable integrity, the successful candidate will possess a performance record of successfully managing complex governmental finances.

A leader who establishes robust and responsive customer protocols, Poway's Director of Finance will be a valued

and approachable business partner who is dedicated to the success of the City. An engaged and collaborative colleague, he/she will be committed to building relationships that encourage open dialogue and discussions aimed at developing solutions in the best interest of the community. Analytical and appropriately detail oriented, the individual selected will be adept at identifying critical issues and resourceful in crafting feasible options to propose to decision makers.

Articulate and reasoned, the ideal candidate will have excellent communication and presentation skills, particularly in addressing non-expert audiences on complex financial matters. As one who is always prepared, he/she will display an impressive command of information and sensitivity around messaging. The ability to adeptly guide and educate stakeholders in compelling and informative ways will be thoughtfully evaluated.

The ideal candidate will champion excellence in customer service and work products and possess the proven ability to hold staff accountable to such standards. Respected as a role model, he/she will have a history of creating environments where employees are encouraged to stretch and perform to their maximum potential. Further, the Director will foster a culture that supports open communications and promotes ownership around problem solving and non-conventional thinking that results in innovation.

Due to potential upcoming retirements in the Department, the new Director may have the opportunity to recruit and select some new team members during the early stages of his/her tenure. To that end, the individual selected will have an outstanding track record in attracting and retaining exceptional talent. Previous success with inspiring a multi-generational workforce and designing work in ways that connect contributions to outcomes will be considered favorably.





Experience in municipal finance is strongly preferred. Familiarity with rate and fee studies and previous experience supporting labor negotiations is desirable. Absent expertise in specific areas, candidates will exhibit the motivation to quickly get educated and acclimated. Ten (10) years of experience in public administration, finance or accounting including five years of supervisory management experience, along with a bachelor's degree in business, public administration, accounting, finance or related field are required.

COMPENSATION & BENEFITS

The current salary range is \$139,349 - \$169,380 (currently under review); salary is supplemented by an attractive benefits package that includes, but is not limited to:

Retirement – CalPERS program – Classic Members participate in the 2% @ 60 formula with the employee contributing 8% of base salary. New CalPERS Members will participate in the 2% @ 62 formula with the employee contributing 6.25% of base salary. The City participates in Medicare but does not participate in Social Security.

Health Benefits – Health benefit premiums for each employee are paid in full by the City. Dependents of each employee may also be covered by health benefit coverage, upon proper application and acceptance. The cost of dependent coverage of the medical and dental plan will be shared equally between the City and the employee for any PPO plans. The City will pay 60% of the contribution for dependent care for HMO medical plans. The employee contributes 40% of the dependent contribution. Family vision insurance is provided at no cost to the employee. An IRS Section 125 plan (Flexible Spending Account) for reimbursement of medical and dependent care expenses is also available.

Leave Benefits – The City provides up to 199.2 hours of vacation leave per year depending on years of service. Sick leave accrues at 96 hours per year. Additionally, Poway provides 10 paid holidays and two floating Benefit Days on an annual basis.

Executive Leave – 64 hours per year.

Work Schedule – Poway operates on a 9/80 work schedule, with every other Friday off.

Additional benefits including but not limited to Auto Allowance, Life Insurance, Long-term Disability, Tuition Reimbursement, and Deferred Compensation, among other benefits are provided or are available.

APPLICATION & SELECTION PROCESS

This recruitment will close just prior to **midnight on Sunday, April 14, 2019**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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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 consultants in **April**. A select number of candidates will be invited to interview in Poway in early May. The City anticipates making an appointment shortly thereafter following the completion of compensation negotiations as well as 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.

