



SOURCE: SONOMA VALLEY VISITORS BUREAU



SOURCE: SONOMA VALLEY VISITORS BUREAU



SOURCE: SONOMA VALLEY VISITORS BUREAU



SOURCE: SONOMA VALLEY VISITORS BUREAU

CITY OF SONOMA

DEPUTY FINANCE DIRECTOR



RECRUITMENT SERVICES PROVIDED BY RALPH ANDERSEN & ASSOCIATES



DEPUTY FINANCE DIRECTOR - SONOMA, CALIFORNIA

THE COMMUNITY OF SONOMA

Located in the heart of one of the world's premier wine-producing regions, the beautiful community of Sonoma offers its approximately 11,000 residents a vibrant lifestyle and rich, cultural heritage. Just 45 minutes north of the Golden Gate Bridge, Sonoma spans approximately 2.7 square miles with a population of approximately 11,000. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.

The Mission San Francisco de Solano and other historic buildings that surround the central town plaza complement the area's viticulture prominence and visual beauty to contribute to Sonoma's authentic small town feel that is embraced by residents and tourists alike. In the middle of the Plaza sits Sonoma's early 20th century city hall as a National Historic Landmark. The Plaza is the community's focal point hosting many festivals all year round.

Sonoma serves as the economic hub for the rural Sonoma Valley, which has a population of about 45,000. Residents and numerous visitors enjoy shopping in the historic square, wine tasting, golfing, spas, and hiking. The agricultural bounty of the area has resulted in dining choices ranging from casual cafes to elegant restaurants.

THE ORGANIZATION

Incorporated in 1883 as a general law city, Sonoma has a Council/Manager form of government with a five-member City Council. The City has a General Fund fiscal year 2017/18 budget of \$17.5 million and a staff of 35 full-time and five part-time employees.

The organization provides general government services (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Planning, Building, Code Enforcement, and Public Works operations (Administration, Streets, Parks, Water, and Cemetery). Sonoma contracts its police services with the Sonoma County Sheriff's Department and its fire services with the Sonoma Valley Fire Rescue Authority. The City's primary source of water is from the Russian River, supplied by the

[Sonoma County Water Agency](#) (Water Agency). The City has seven deep wells that supplement the purchased water supply. The Sonoma County Water Agency, along with sanitation management and infrastructure, are under the management of the Sonoma County Sanitation District.

THE POSITION

The City of Sonoma is seeking qualified candidates for the new position of Deputy Finance Director. Reporting to the Assistant City Manager/Administrative Services Director, the Deputy Finance Director plans, organizes, manages, and oversees the daily activities and operations of two staff members (1 - FTE/1 - PTE), including: budget development and implementation; accounting and revenue management; internal and external audits; debt financing activities; investment and bond management; revenue collections; financial reporting; and grant functions. This position requires a hands-on accounting professional who is responsible for the posting, balancing, and reconciliation of the general ledger and subsidiary accounts, ensuring accuracy and legal compliance for accounting transactions, preparing the budget and annual financial reports, and ensuring proper internal controls and compliance are in place. The Deputy Finance Director will serve as a mentor and trainer to staff members. In addition, the Finance Department is responsible for the oversight and limited accounting functions for the Sonoma Valley Fire Rescue Authority. The total Finance Department budget for fiscal year 2017/18 is \$409,000.

Proven written and oral communication skills, solid interpersonal skills, and an ability to develop and maintain effective working relationships with staff, other City departments, elected officials, and members of the community is critical. Key annual goals for the Finance operation are as follows:

- Prepare financial statements and reports for ongoing oversight and review.
- Complete the comprehensive annual financial report on a timely basis with an unqualified audit opinion.

- Coordinate the preparation of an annual operating budget and capital improvement program budget for City Council consideration.
- Manage the City's key revenue programs including business license taxes, transient occupancy taxes, developer impact and processing fees, water fees, and State grants and subventions.
- Complete and file all State Controller's reports and other grant documents before required deadlines.

THE IDEAL CANDIDATE

The successful candidate for the position of Deputy Finance Director will have demonstrated the ability to provide departmental and organizational leadership. The ideal candidate will have extensive knowledge of local government finance and accounting principles as well as experience managing/supervising the daily operations of a municipal finance department including utility billing, accounts payable and receivable, revenue collections, and payroll.

Other characteristics of the ideal candidate include:

- Strong ethical framework to uphold the public trust while ensuring accountability, customer service, and efficiency.
- Proven leadership skills to select, appoint, supervise, develop, and evaluate department staff utilizing a performance-based system.
- Experience with strategic financial plan development, implementation, and outcomes.
- Demonstrated experience overseeing the finances of a water utility.
- Ability to coordinate the development and administration of an organization's budget process.
- Knowledge of municipal governmental accounting principles and practices including Generally Accepted Accounting Procedures and Government Accounting Standards Board Criteria.

- Experience organizing complex projects with multiple tasks, deadlines, and partners while delivering projects in a timely manner.
- Knowledgeable of the federal, state, and local challenges facing cities and financial compliance.
- Effective communicator who clearly conveys information and ideas verbally and in writing to individuals or groups in a manner that meets audience needs and leads to understanding
- Highly adaptable, flexible, and politically astute in dealing with the ever-changing expectations of the City.

KEY INITIATIVES

- Update and bring best practices to the City's financial operations to improve information, transparency, and understanding of Sonoma's finances.
- Work with the Assistant City Manager to develop a five-year forecast and financial strategies for sustainability and financial management including pension cost increases.
- Complete the implementation of the City's financial management software, Springbrook, to streamline accounting, budgeting, financial reporting, and payroll.
- Ensure timeliness of the City's annual audit and CAFR process and work closely with the City Council Audit Committee during its annual review.
- Review and update the administrative policies, practices, and procedures for the Department and City organization to improve efficiency, effectiveness, and transparency of the City's financial operations and ensure adequate financial controls are in place.
- Develop procedures for implementing a new cost recovery program for development projects.
- Present sound recommendations to the City Manager and City Council on financing methodologies to fund major capital improvement projects.



MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, finance, public administration, or a closely related field. Master's Degree in public finance or related field or CPA is highly desirable.

Experience: The equivalent of six years of increasingly responsible experience in government accounting, including two years of supervisory responsibility. Experience with current technological applications that serve to enhance capacity and efficiency is required. Extensive experience in private or non-profit accounting is also welcomed.

COMPENSATION AND BENEFITS

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$107,195 to \$130,296 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013 are subject to restrictions imposed by PEPRA. Employees contribute 1% of compensation toward the City's cost of pension benefits. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: Accrues at the rate of 80 hours per year for the first three years and increases with years of service.



- Sick Leave: Accrues at the rate of 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1 and 24 hours awarded January 1 of each year.
- Administrative Leave: 80 hours awarded on July 1 of each fiscal year.

TO BE CONSIDERED

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Interested candidates are encouraged to **apply by Friday, June 29, 2018**. Electronic submittals should be submitted to Ralph Andersen & Associates at apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site panel interview, anticipated during mid-to-late July. Every effort will be made to accommodate top candidates for in-person panel interviews due to scheduled summer vacations. Although video interviews may be utilized during Round #1 of finalist interviews, on-site meetings for Round #2 will be mandatory.

Candidates may also be required to complete written supplemental questions and an assessment tool to further evaluate management skills and personal attributes.

Confidential inquiries are welcomed. Contact Ms. Heather Renschler or Mr. Kevin Kwoka at (916) 630-4900 for additional information.