



City of
Palos Verdes Estates

Invites you to apply for...

FINANCE DIRECTOR



The City: With over four miles of beautiful coastline, gently winding roadways and paths, green hillsides, and an international reputation for scenic beauty, it's not surprising that Palos Verdes Estates has been likened to Shangri La or Camelot. One of Southern California's most exquisite communities, Palos Verdes Estates is a semi-rural community, with a small-town atmosphere, tree-lined streets, breathtaking ocean and pastoral views, with no traffic lights nor street lights. The City of Palos Verdes Estates is a community of 13,500 residents that desires to protect and maintain its current character and history.



Lunada Bay Little League Field

Incorporated in 1939, Palos Verdes Estates is the oldest of the four cities on the Palos Verdes Peninsula. The Palos Verdes Project was laid out and landscaped by the famous Olmsted Brothers, sons of Frederick Law Olmsted, Sr., who designed Central Park in New York City. The City features two small business areas, Malaga Cove Plaza and Lunada Bay Plaza, and 28% of the City is designated as parklands. The planned community aspect, coupled with the substantial parklands and magnificent ocean views, gives the City its unique rural character and picturesque charm.

The City works in conjunction with the Palos Verdes Homes Association, which was established to administer the deed restrictions. The Association is a separate and distinct private entity. The Association imposes a system of architectural review on builders administered by its Art Jury, which reviews any proposed new buildings, alterations to buildings, fences, sidewalks or other structures to protect the aesthetics of the community. The City and Association enjoy a cooperative relationship.

Palos Verdes Estates provides its residents with a number of opportunities for recreational and sporting activities. The City owns and maintains 382 acres of parklands with approximately 12,000 trees, 130 acres of shoreline preserve, 3 miles of equestrian trails, and a 214-acre golf course. The Palos Verdes Golf Club, Palos Verdes Tennis Club, Palos Verdes Stables, and Palos Verdes Beach and Athletic Club are each owned by the City and are operated under concession agreements. The Palos Verdes Peninsula Unified School District (which covers the entire Peninsula) is recognized as one of the top school districts in the State. Palos Verdes Estates has one high school, one intermediate school, and three elementary schools. Many families are drawn to the community because of the excellence of its schools. Challenges facing the City include maintaining its fiscal strength, addressing traffic, the maintenance of aged infrastructure and facilities, upgrading technology, responding to increasing environmental regulations, and parklands management.

The Organization: Palos Verdes Estates is a General Law City and operates under the Council/Manager form of government. The City Council is composed of five members who are elected at-large to serve four-year, overlapping terms. Each year, the Council selects one of its members to serve as Mayor and one to serve as Mayor Pro Tempore. The City also has an elected Treasurer. The City enjoys respected, efficient, and cohesive elected officials. Of note, elections are routinely cancelled due to being uncontested. The staff team consists of 55 outstanding individuals who enjoy high morale and who value honesty, integrity and exceptional service to the community. With public safety as the City's highest priority, the City also operates its own police department, which is highly respected for its responsiveness and community involvement. The City contracts with Los Angeles County Fire for fire and paramedic services.

City departments include City Manager, City Clerk, Engineering/Public Works, Finance, Planning and Building Services (supported by contract services); and Police. Palos Verdes Estates is primarily a residential community with minimal commercial tax base. Property taxes account for approximately 55% of City revenues.

The Position:

The Finance Director will direct, review and work in all activities of the Finance Department, including: oversight of the City's Annual Financial Audit, audits of City Concessioners and Special Revenue audits, budget preparation, financial reporting and monitoring, long-term fiscal forecasting, accounts payable and receivable, purchasing, accounting, investment and banking administration, business license tax operations and tax administration. In addition, the successful candidate provides staff support to the City's Finance Advisory Committee, Investment Advisory Committee, and City Treasurer. The Finance Director is an operating and supervisory position performing work of the Finance Department and overseeing all operations and services. The Finance Director will possess the following characteristics:

- Leads by example, creates enthusiasm and excitement among employees, and energizes the Finance Department.
- Exercises highest integrity, honesty, and ethics.
- A strong background in Finance, including a robust understanding of current CalPERS trends, CAFR, GASB, and a City budget.
- Understands the unique nature and character of a community and can work with all residents and with active residential involvement.
- An effective communicator, both written and verbal. Prepares well researched reports.
- Works cooperatively and collaboratively with others rather than taking an authoritative approach.
- Maintains effective working relationships and partnerships with City Departments.
- Supportive of quality staff and their initiatives.
- Active in the profession and progressive in identifying more effective and efficient ways to deliver services.
- Able to balance multiple and conflicting interests.
- Promotes transparency.
- Proponent of staff development.
- A self-confident leader and representative of the City who exhibits a professional image.
- Thoughtful; even tempered, remains calm under pressure.
- Effective at goal setting and prioritization with an emphasis on trust and communication that ensures respectful and equitable treatment of staff.
- Outstanding manager and motivator who recognizes the achievements of staff; a good listener with keen observation skills

Ideal Candidate: An experienced and thoughtful manager, understands and implements the best practices of municipal finance and GASB requirements, and is personable, friendly, and hands-on team player. The successful candidate will be someone of high ethics and integrity who is knowledgeable of accounting, budgeting, cash flow management and operations. The ideal candidate will possess proven leadership and management experience within a local government agency, preferably at the level of a manager or above.

Education & Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical way to obtain the knowledge, skills and ability.

- A Bachelor's degree in finance, accounting, public or business administration, or related field required; Master's degree preferred
- Certified Public Accounting certification is strongly desired.
- Minimum of 3 years as a supervisor (required). It is strongly desired that the individual selected will seek a long-term relationship with this quality community and organization.
- At least five years of progressively responsible experience in accounting and financial work (required) – municipal finance preferred.



Compensation & Benefits:

Palos Verdes Estates provides excellent compensation and benefits. Current monthly base salary range for the Finance Director is \$8,430-\$11,297. The City also offers an outstanding benefits package including:

- **Retirement:** CalPERS Retirement System 2%@55 for “classic” PERS members; 2%@62 for new PERS members;
- **Health Insurance:** The City's 2017 contribution is **\$1,429 per month** toward a choice of a PPO or HMO medical plan, PPO or HMO dental plans, and vision plan.
- **Other Benefits:** City-paid Life/Accidental Death & Dismemberment insurance (1 x Annual Earnings), Short Term Disability, Long Term Disability, Employee Assistance Program, Auto allowance of \$375/mo., Cell phone allowance of \$60/mo., Vacation leave (96 hours), Administrative leave (96 hours) and access to a Deferred Compensation (457) Program and other voluntary benefits.

We Welcome Your Application

Please submit a City application, cover letter and resume. Submit all required materials by Friday, February 9, 2018 at 5:00 pm. For an application, visit the City website <http://www.pvestates.org>. Faxed or emailed application materials are not accepted.

All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate further in the selection process.

Applicants with legal disabilities, who require special testing accommodations, must contact the City of Palos Verdes Estates Human Resources Office at (310) 750-9802 at least (5) days prior to the examination date.

340 Palos Verdes Estates Drive West, Palos Verdes Estates CA 90274

All qualified candidates are encouraged to apply; the City of Palos Verdes Estates is an Equal Opportunity Employer.