

**FINANCE
DIRECTOR**



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

Located in the heart of California's Central Valley, the City of Turlock has grown to reach a population of 73,631 based on the US Census Bureau's latest population records. Although Turlock is the second largest city in Stanislaus County, it continues to maintain a small-town atmosphere and friendly attitude but with the conveniences and opportunities of a larger city. Turlock provides an unusual opportunity to combine a quality learning environment with relaxed rural living.

The backbone of the City's economy is agriculture, being located in the third richest agricultural county in the country. Turlock has become economically sound, agriculturally elite, and continues to seek growth and development that complements the city's business and industry and the needs of its residents. Cultural art experiences, sports activities, twenty-four parks, a full range of medical facilities and the attractiveness of the nearby Mother Lode, San Francisco Bay area and the Sierra Nevadas add to the pleasure of living in Turlock. Ideal weather, excellent facilities and Turlock's central location make it a perfect place for one to live.

Home of the Stanislaus County Fairgrounds, CSU Stanislaus, and the Carnegie Arts Center, the community of Turlock hosts numerous special events, from cultural events to CSUS athletic events and the annual Stanislaus County Fair, providing something for just about everyone. Turlock also offers several shopping areas. From Monte Vista Crossings to the several diverse shopping centers on Geer Road and a newly renovated and revitalized downtown retail district, one is sure to find something for everyone on their shopping list.

THE ORGANIZATION

Turlock is a General Law City that operates under the Council/Manager form of government. The Mayor and four Council Members are elected at-large to serve four-year terms and do not represent one specific district. In addition to being the legislative body for the City of Turlock, the City Council also serves as the governing board of the Turlock Redevelopment Agency, which administers redevelopment activity in the designated project areas that comprise approximately one-half of the City.

The City currently has approved budget allocations for 347 employees. The Operating General Fund Budget for FY 21/22 is approximately \$58 million and Non-General Fund is approximately \$172 million. Projected General Fund Reserve at FYE 6/30/22 is \$20.3 million including committed, assigned, and unassigned balances. Turlock is a full-service city providing municipal services through the following areas:

- City Manager
- City Clerk
- City Attorney
- Administrative Services (Human Resources, Payroll and Information Technology)
- Finance (Purchasing, Accounting Budget and Accounting Audit)
- Police Department (Dispatch, Records and Animal Control)
- Fire & Emergency Services (Code Enforcement)
- Municipal Services (Domestic Water, Facility Maintenance, Parks & Recreation, Regulatory Affairs, Utility Maintenance, and Wastewater)



- Development Services (Building, Planning, Engineering, and Transit)
- Housing Program Services, Economic Development & Redevelopment
- Parks, Recreation & Public Facilities Department

THE POSITION

The newly appointed Finance Director is responsible for the direction of a discrete departmental organizational component and divisions in the Finance Department. He/she provides highly responsible and complex administrative assistance to the City Manager and serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, Federal, and State regulating entities. Duties may include, but are not limited to:

- Participate in the development and administration of the City's annual audit process by acting as the liaison between the City and external auditors. Ensure all year-end journal entries are completed, reviewed and posted. Prepare the City's Financial Statements including all supplementary information and audit review. Prepare the City's State Controller's Reports and any other financial reporting to external agencies.
- Participate and oversee the issuance of debt, including new bonds and refunding, leases, and management of all debt.
- Participate in the development and administration of the City budget by forecasting revenues, monitoring expenditures, and analyzing trends to ensure compliance with budgetary expenditure programs and policies, prepare and/or coordinate all general fund, non-general fund, and capital budgets; assist in budget implementation and adjustments, as needed; participate in budget forecasts; administer the approved budget.
- Oversee the purchasing, accounting, and auditing programs that encompass budget, purchasing, accounting, and auditing.
- Develop and implement estimation programs for revenues and tax yields for use by the City Manager and other City officials.

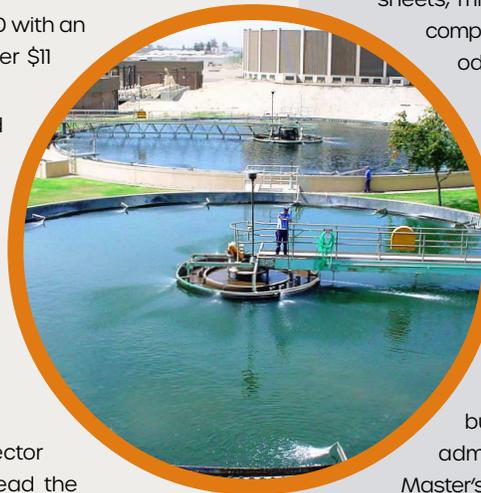


- Participate extensively in the development and implementation of municipal financial policies; may prepare alternative models for planned changes and expenses.
- Conduct research and develop recommendations on City-wide work methods, operation policies and procedures, programs, services, and other financial issues.
- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of municipal policies involving finance.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.



OPPORTUNITIES

- The previous 6 years the City has dealt with financial budget constraints resulting in having to cut operational costs. In the upcoming FY 21/22 budget the City is making an effort to build up our reserves.
- The City is looking for someone with experience and knowledge of the full audit cycle, from preparing year end journals to preparing the Financial Statements.
- Measure A, a .75% sales tax, was passed in November of 2020 with an effective date of April 1, 2021, and a projected revenue of over \$11 million to the General Fund in FY 21/22.
- The City has experienced a new source of revenue derived from Cannabis dispensaries which opened for business during FY 20/21. The projected revenue once all Cannabis dispensaries are up and running is projected at approximately \$2 million annually.
- Stanislaus County passed Measure L in November 2016, which equates to a .50% sales tax effective April 1, 2017 for a total period of 25 years to improve our local streets and roads.



THE IDEAL CANDIDATE

The City of Turlock is seeking a highly experienced, working director with a strong consensus type of personality to inspire and lead the Finance Division's talented and dedicated staff. The Finance Director must have the technical and analytical skills to ensure the City's continuing financial stability and the management ability to ensure the continued effectiveness of Finance staff. The chosen candidate will exhibit the ability to address issues and challenges, providing citywide leadership tactfully and diplomatically by example in tackling difficult or controversial matters head-on and encouraging open discussion that is respectful of others' roles, responsibilities, and points of view.

The ideal candidate will demonstrate exceptional interpersonal skills and a commitment to developing strong, positive working relationships not only with the City Manager but with Finance staff, and entirety of the management team. A candidate who exhibits patience, transparency, and a commitment to teamwork will be valued, as will one who is able to work both collaboratively and assertively. Candidates must exhibit excellent communication and presentation skills, as well as political acumen.

Candidates for this position will be expected to have knowledge of principles and practices of public sector accounting, financing and generally accepted accounting principles (GAAP), and debt financing; principles and techniques of budget development and administration; principles and practices of computerized financial information systems; modern governmental accounting and financial practices, procedures and standards; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; pertinent Federal, State and local laws, codes, and regulations; municipal structure and organization in a Mayor-Council/City Manager form of government; principles of employee supervision, career development, and training.

The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications; modern methods of records management; safe work practices and related regulations; principles of public speaking, conflict resolution, and excellent customer service.

Qualified candidates will possess a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a related field; a Master's degree is preferred; and five (5) years of increasingly responsible experience performing municipal financial planning and analysis, and public accounting, or equivalent experience in the private sector, including two (2) years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge, and abilities.

Applicants with a Certified Public Accountant (CPA) certification or as a Certified Government Finance Officer (CGFO) is highly desirable.

COMPENSATION & BENEFITS

The salary range for the Finance Director position is \$11,145 to \$13,547 per month; placement within this range is dependent upon qualifications. The City also offers an attractive benefits package that includes:

Retirement – Classic Employees participate in the public employees Retirement Systems (PERS) 2.7% at 55 for full and modified formula for all active local miscellaneous members only. New employees, as defined by AB 340, hired on or after January 1, 2013, will participate in the Public Employee Retirement System (PERS) 2% at 62 defined benefit formula. New employees shall have an initial contribution rate of at least fifty percent (50%) of the total normal cost rate for the defined benefit plan or the current contribution rate of similarly situated employees, which is currently a 9% PERS contribution, whichever is greater. All employees shall be subject to the mandatory provisions of AB 340.

Benefits Package – The City offers a health, prescription, vision, and dental plan for City employees and their dependents. Employees currently contribute \$0 per month towards this benefit.

Life Insurance – Life insurance is provided in the amount of 1 1/2 times the employee's annual salary, plus \$5,000, not to exceed \$175,000.

Holidays – The City offers 11 paid holidays and 2 floating holidays.

Vacation – Vacation is accrued at 10 hours per month and increases with years of service.

Sick Leave – 8 hours of sick leave is accrued for each month of service.

Management Leave – 80 hours of Management Leave will be provided per fiscal year as time or cash equivalent.

Continuous Service Pay – Continuous Service Pay of 1.5% at 10, 15 & 20 years for a total up to 4.5%.

Deferred Compensation – A 401 deferred compensation program is available with an employee contribution of 7% and an employer contribution of 3 1/2 % of the employee's base salary. The City also offers the opportunity to participate in a 457 Deferred Compensation Plan, including Roth IRA, and a Retiree Health Savings (RHS) Vantage Care Plan with an employer contribution of 3% to the RHS Vantage Care Plan.

Long-Term Disability – The City provides a Long-Term Disability plan.

Professional Development – The City provides \$700 per fiscal year in reimbursement for continuing work-related education and personal development in addition to attendance at professional conferences and meetings.

Car Allowance – The City provides auto allowance of \$200 per month.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
August 15, 2021**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City Council. Candidates will be advised of the status of the recruitment following selection of the Finance Director.

If you have any questions, please do not hesitate to call Ms. Carmen Valdez at:

(916) 784-9080

