

THE APPLICATION PROCESS

To apply for this outstanding career opportunity, please submit a completed City of Exeter application (available on the City's website or at the City Personnel Office) along with your cover letter, resume, current salary and contact information in a sealed envelope marked confidential to: Shonna Oneal, Deputy City Clerk/Personnel Officer, City of Exeter, 100 North C Street, Exeter, CA 93221. You may also send your information electronically to soneal@exetercityhall.com. If you have any questions regarding this position or process, please feel free to contact Ms. Oneal at 559.592.9244, or at the email address above. The application filing deadline is Friday, September 22, 2017.

COMPENSATION

The salary range for this position will be \$7,254 - \$8,906 per month depending upon qualifications. In addition, the City of Exeter offers a comprehensive benefits package as outlined below.

BENEFITS PACKAGE

Retirement: In accordance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City of Exeter offers the 2.0% @ 62 CalPERS plan to new PERS members (service beginning January 1, 2013) with three (3) year's final compensation. Existing miscellaneous PERS members ("Classic" members) with no break in service participate in the CalPERS 3.0% @ 60 plan with highest annual average of 3 consecutive years. The City contributes 7% into a deferred compensation program.

Insurance Benefits: Health Insurance - City pays a portion of the employee and dependent coverage costs of group medical. An opt-out plan is also available. Dental/Vision Plan - City provided self-funded plan. Life Insurance – based on annual salary. Short and Long-Term Disability Insurance.

Leave/Holidays:

- Management Leave: Ninety-Six (96) Hours per year (prorated based on date of hire).
- Sick Leave: Twelve (12) days per year (earned on a pay period by pay period basis).
- Vacation Leave: Sixteen (16) days per year. Additional days based on service years. (Buy-back option available)
- Holidays: Eleven (11) holidays and two (2) half-day holidays observed annually.
- Additional Leave: Employees receive one (1) day for birthday credit.

Other Allowances: Auto Allowance: \$300 per month; Cell Phone Reimbursement: \$45, per month.

Optional Benefits: Additional Insurance Policies, Voluntary Deferred Compensation Program (457 Plans), Flexible Benefit Program (IRS Section 125 Plan)



CITY OF EXETER

137 N. F Street • Exeter, CA 93221

<http://www.cityofexeter.com>



City of Exeter
California
Citrus Capital of the World

*Invites your interest
for the position of:*

Finance Director



SMALL TOWN AMERICA

The City of Exeter is a unique small-town community with a population of 10,834, situated in the Central San Joaquin Valley at the base of the foothill corridor to the Sequoia National Park, just 55 miles southeast of Fresno and 68 miles north of Bakersfield. Our proximity to the endless adventures of the world-renowned Sierra Nevada Mountains to the east, the relaxing shores of the California coastline to the west, and major cities such as San Francisco and Los Angeles – all within a few hours drive - make Exeter a great place to visit or reside.

The citizens enjoy a pace of life that allows families to enjoy spending quality time together in the four distinct seasons, picking locally grown fruit in the spring, camping and boating at the nearby Lake Kaweah in the summer, mountain biking and maneuvering local county corn mazes in the fall, and cross-country skiing in the winter.

Exeter offers short and pleasant commutes to work and a low cost of living, with a typical 3-bedroom, 2-bathroom home averaging \$225,000, allowing families to capitalize on their earnings. A very desirable community to live in, Exeter homes hold their value well, and tend to be priced slightly above neighboring cities, though still a bargain as compared with much of California. As examples, the following are recent home sales in Exeter that highlight the value of homes that are available in Exeter:

3 Bed / 2 Bath, 1393 sq. ft.
\$219,000



3 Bed / 2 Bath, 2276 sq. ft.
\$319,000



4 Bed / 3 Bath, 3020 sq. ft.
\$439,900



THE POSITION AND THE IDEAL CANDIDATE

The new Finance Director will assist the City Administrator and City Council in addressing issues relating to mutually agreed upon policies and projects, particularly budget and financing strategies. It is expected that the Finance Director will proactively assess the Finance Department and, using a fresh perspective, identify creative opportunities for budgetary and operational efficiencies. The successful candidate will have the opportunity to build their team with great autonomy.

The ideal candidate for this position has been described as an experienced public finance professional with experience in a municipality setting, with strong knowledge of principles, practices, and procedures related to public agency fund accounting and finance; automated and manual accounting management principles, practices and legal requirements; a variety of public documents including budgets, request for proposals, contracts and agreements; and business writing and appropriate forms for reports, presentations and correspondence. They will be skilled in municipal financial recordkeeping techniques; government fund accounting; report preparation and presentation both verbal and written forms; financial/statistical methods, and strategic planning.

The Finance Director will plan, develop, implement, organize, manage, continuously improve, supervise, direct, and evaluate the accounting, finance, treasury, utility billing, purchasing and business licensing operations of the City; assist in the administrative and leadership role in the organization; and develop and implement policies relating to the Finance Department function and operations. Excellent communication skills, strong interpersonal skills, and willingness to continuously improve the Finance Department is a must. Proven, successful local government management and finance experience are critical.

Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects, programs and processes in a variety of areas related to finance.

The City Council and City Administrator will collaboratively appoint the Finance Director. The successful candidate will have experience in public agency accounting, preferably in an executive role in a municipality, such as Finance Director or Assistant Finance Director or similar position; demonstrated experience in preparing and administering budgets in a public agency setting; and, excellent written and verbal communication skills. The successful candidate will possess a Bachelor's degree in public or business administration, finance, economics, or a related field, and preferably hold a Master's Degree. Value will be placed on candidates possessing certification as a Certified Public Finance Officer (CPFO), Certified California Municipal Treasurer (CCMT), Certified Professional Financial Manager (CPFM), or Certified Public Accounting (CPA) license.

EXCELLENT LOCAL GOVERNMENT

Exeter is a small Charter City with 40 employees in the departments of Administration, Finance, Personnel, Community Services, Public Works, and Police. Revenue sources include property tax, a utility user's tax, a 7.75% local sales tax, and franchise tax. The City contracts for planning, engineering, city attorney, and solid waste services. Fire services are provided under contract by Tulare County Fire Department. The City is governed by a five-member elected City Council that exhibits extraordinary teamwork and collaboration.

The City has a total budget of \$ 9.7 million with a General Fund budget of \$ 5.1 million. Stability is a keystone of Exeter, with very little turnover at the management level. Like many local government agencies, the city has recruited and appointed its leadership team with the goal of continuous improvement and the goal of excellence in local government.

Candidates are encouraged to visit the City's website at <http://www.cityofexeter.com> for a broader understanding of the City's organization and our community.

MISSION STATEMENT

*Protecting, Preserving, and Promoting
Small Town America.*

SEARCH SCHEDULE (Tentative)

- Application Filing DeadlineFriday September 22, 2017
- Application Review September 25-26, 2017
- First Interview Process.....Tentatively week of October 9, 2017

