

The City of Morro Bay *invites your Letter of Interest for* **FINANCE DIRECTOR**



The Opportunity

The next Finance Director for the City of Morro Bay, California will enjoy working with a high-functioning and respectful City Council, under the administrative direction of the City Manager, in an idyllic location along California's Central Coast. A talented and dedicated staff of five full-time and one part-time, will support the Finance Director to plan, organize, and direct the activities of the Finance Department by performing responsible administrative work in fiscal and budget administration, and other special projects and duties. The selected candidate will enjoy living in a beautiful, oceanside environment with a priceless quality of life.

The Community of Morro Bay

The City of Morro Bay (population approx. 10,500) is located on California's picturesque Central Coast, halfway between Los Angeles and San Francisco, in San Luis Obispo County. The City's spectacular setting includes the magnificent Morro Rock at the harbor entrance, rolling breakers in the outer bay, a sandspit and quiet inner bay. The City is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village within close proximity to metropolitan areas. A tourist destination, the City receives visitors annually from all over the world, who are drawn to its natural beauty, slow pace, and quaint atmosphere. Close to Hearst Castle and the Big Sur Coastline, residents and visitors alike enjoy the outdoor activities of kayaking, surfing, hiking, sailing, fishing and bird watching. There are over 200 species of birds in the estuary, making Morro Bay one of the most important waterfowl habitats on the Pacific Coast.

Morro Bay hosts many annual community events, including the Winter Bird Festival, Cruisin' Morro Bay Classic Car Show, 4th of July Celebration, Art in the Park, Harbor Festival, Avocado Margarita Festival and the Lighted Boat Parade, and is home to many restaurants, parks, and a beautiful golf course. Tourism and commercial fishing contribute significantly to the local economy.

The City Government

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has a Mayor and City Councilmembers, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with an annual budget of over \$76

million (including Capital Projects and excluding transfers between funds), a staff of 88 employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), , Administration (Recreation Services), Fire, Harbor, Police, Community Development (Planning and Building) and Public Works (Engineering, Capital Projects, Utility Division, Consolidated Maintenance with vehicles, parks, facilities and streets). The City has a total budget of over \$76 million with just under \$13 million allocated to the General Fund.

The Position

The ideal candidate will demonstrate exceptional, collaborative leadership skills; have a decisive management ability; be effective in supporting management goals and decisions in employer-employee relations; maintain and apply a working knowledge of current law and legal criteria specific to the City, the department and its operation in the local, county, regional, state and federal arenas; be responsive to concerns of the citizens; demonstrate effective listening, written, and oral communication skills in order to maintain good relations with the community as well as the organization; be computer and technologically astute.

The City of Morro Bay is looking for candidates who are talented, innovative leaders and proven managers. A skilled problem solver who makes common sense decisions is sought. The chosen individual will be creative and energetic. He/She should be capable of leading and managing effectively in a fast-paced environment with a diverse workload.

The new Director should respect and be able to balance conflicting perspectives. The ability to build political and operational consensus among City staff and departments, as well as with other agencies will be valued. The new Director needs the ability to establish and maintain cooperative working relations with other City departments, employees, other public agencies, boards and commissions, and the general public. He/She should be responsive and approachable and value communication.

The selected candidate will be a team player who has trust in his/her staff and will delegate work accordingly. The Director should put a priority on keeping the City Manager informed and be able to establish a strong, trustworthy working relationship with the Council.

Key Responsibilities

Under general direction of the City Manager, the Finance Director is responsible for managing the day-to-day operations of the Finance Department. The Finance Director provides financial support and expertise to the City Manager, other Department Heads, and City Council, while serving as staff liaison to the Citizen's Finance Advisory Committee (CFAC). As City Treasurer, this position is also responsible for managing the City's investment portfolio, while assuring conformance with the adopted Investment Policy.

Duties of the Finance Director include, but are not limited to, the following:

- Assumes full management responsibility for all Finance Department functions, programs, services, and activities. The suite of services includes finance, accounting, budgeting, investing, purchasing agent functions, utility billing, accounts payable/receivable, and customer service activities.
- Directs and oversees all aspects of the creation, adoption, and ongoing controls of the City's annual operating and capital improvement program (CIP) budgets, including budget amendments, mid-year reviews, and cost control procedures.
- Provides financial forecasting, projections, planning, and cash based forecasting.
- Directs the accounting functions for the City, including transaction processing, payroll, bank reconciliations, business licenses, revenue collection, cash receipts, records retention, and the electronic accounting system.
- Participates and makes presentations to the City Council, CFAC, boards and commissions.
- Responsible for the financial performance and reporting for major projects.
- Acts as property manager, relating to City-owned property and rentals.
- Prepares and submits periodic reports, analysis, and recommendations, concerning departmental activities.

- Makes recommendations for the improvement of the management of the City's finances.
- A strong work ethic will be a key trait important for success.



Qualifications

The following are minimum qualifications for this position:

Education: Equivalent to graduation from an accredited college or university with major work in accounting, business administration, or closely related field; possession of an M.B.A., C.P.A., or M.P.A. desirable.

Experience:

Five years of professional-level financial management experience in government or private industry requiring knowledge of accounting, purchasing, budgeting, and related central services, such as mail services and surplus property operations; two years of supervisory experience.

Compensation

The competitive salary for this at-will, executive position is dependent upon the selected candidate's qualifications, with an annual salary range between and \$124,785 and \$151,677 with potential for relocation assistance. Additionally, the selected candidate will enjoy an excellent benefits package including CalPERS retirement (2% at 60 for "Classic" members and 2% at 62 for PEPR). The employee contribution toward CalPERS is currently 7% for Classic Members and 6.75% for PEPR (50% of employer's rate).

How to Apply

Interested candidates should send a letter of interest immediately as this position is open until filled. Electronic submittals are strongly preferred and should be directed to Laurie Goforth of the Human Resources Department at lgoforth@morrobayca.gov.

Top candidates will be asked to submit a comprehensive resume and complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Laurie Goforth, City of Morro Bay Human Resources, at (805) 772-6207. Interested candidates are encouraged to submit materials early for maximum consideration.