



Moorpark
Life can be this good

FINANCE DIRECTOR

Recruitment Services Provided by
Ralph Andersen & Associates



The Opportunity

The City of Moorpark is seeking a new Finance Director, which is a department head position and a member of the City's Executive Team reporting directly to the City Manager. The prior Finance Director served for over 10 years in the role. The City of Moorpark offers an attractive environment for a talented and dedicated finance professional in a highly desirable community in Southern California.

About the City of Moorpark

The City of Moorpark is located in the southeastern part of Ventura County near the cities of Simi Valley and Thousand Oaks and is approximately an hour's drive from Los Angeles to the south and Santa Barbara to the north. Moorpark is nestled in a flourishing valley with spacious mountain views, a perpetual vacation climate, beautiful residential neighborhoods, cultural arts, shopping, a variety of restaurants, outstanding schools, and the exceptional Moorpark Community College.

The City of Moorpark is a unique blend of natural, historical, and contemporary living, and is consistently named one of the safest cities in the nation. Local residents are proud that Moorpark is a family-oriented community with 19 City parks, abundant open space, hiking and equestrian trails, a golf course, and incredible sunsets. Moorpark is the perfect blend of country and city living. Additionally, the City of Moorpark strives to attract, retain, and support local businesses, and has been named as among the most tax friendly cities to start a business by the Kosmont-Rose Institute Cost of Doing Business Survey.

The City of Moorpark's population is approximately 37,044, and the City continues to grow with approximately 700 new housing units approved for development and an additional 1,600 new housing units proposed and in the review process. Moorpark's historic downtown is currently under study for revitalization that may include mixed use zoning along the City's commuter rail corridor. Moorpark's downtown is transit-oriented and includes an operating Amtrak/Metrolink train station.

The City Organization

The City of Moorpark was incorporated in 1983 as a general law City and is governed by a Council/Manager form of government. The Mayor is elected at-large to a two-year term and the four

City Council members are elected by district to serve staggered four-year terms. The City of Moorpark recently converted to district-based elections for Councilmembers, and implementation will occur for two districts in the 2020 municipal election and two districts in the 2022 municipal election. The organization has been remarkably stable over the years, having only three city managers since 1984.

In addition to the City Manager's Office, City departments include: Community Development; Finance; Parks, Recreation, & Community Services; and Public Works. Police services are provided through a contract with the Ventura County Sheriff's Office and are housed at the Moorpark Police Services Center conveniently located within the City. Fire Services are provided by the Ventura County Fire Protection District.

The City's all-funds budget for fiscal year 2018-19 totals \$59.3 million and the City has a total of 66.5 FTE positions.

The Finance Department

The Moorpark Finance Department is responsible for providing financial management, budgeting, accounting, cash management, billing, revenue collection, payroll, fixed assets management, purchasing, and general administrative support services for the City and Successor Agency to the Moorpark Redevelopment Agency.

Services provided through the finance and accounting functions include the maintenance of reliable accounting records, payment of approved demands against the City treasury, financial statement reporting, preparation of the annual budget with the City Manager, prudent fiscal planning, payroll and payroll reporting, and debt and franchise administration. Since 2009, the department has assumed greater responsibility in the administration and coordination of the annual Engineer's Reports for the Parks and Recreation Maintenance and Improvement District, and the Landscaping and Lighting Maintenance Assessment Districts to ensure that the approved assessment levies are submitted to the Ventura County Auditor-Controller's Office for inclusion in annual tax bills.

Internal controls are established and maintained to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data allows for the preparation of financial statements in conformity with generally accepted accounting principles. Internal controls are evaluated to determine that the cost does not exceed the benefits likely



to be derived. The City has been the recipient of the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association for its Comprehensive Annual Financial Plan for over 10 years.

The cash management function is responsible for the prudent investment of surplus funds. The City's Investment Policy directs the investment of City monies with the following priorities established: preservation and safety of principal, liquidity necessary to meet daily cash flow requirements, and maximized yield after the first two priorities are met. The Investment Policy is reviewed annually and is submitted to the City Council for approval. The City carries no general fund debt and has healthy reserves.

The Position

The Finance Director is an at-will, executive position and will serve as City Treasurer. As such, the Finance Director has broad oversight over all financial aspects and responsibilities for the City of Moorpark and is a critical member of the City Manager's executive team.

Significant responsibilities for the Finance Director include:

- Serving as City Treasurer consistent with the duties prescribed by the California Government Code and by other provisions of law applicable to deposit, investment, and safekeeping of public funds;
- Preparing the budget, accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, purchasing, fixed asset management, cost allocation administration, contract administration, grant management, time accounting, and supervision;
- Providing staff assistance and support to the City Manager and Assistant City Manager, as well as to other department heads;
- Providing hiring, training, supervision, coaching, mentoring, and leadership to the Finance Department staff;
- Overseeing audits to ensure the City has appropriate internal controls;
- Supervising the preparation of financial reports and making presentations to the City Council; and
- Overseeing and making recommendations regarding the City's investment policies and strategies.

Challenges and Opportunities

The next Finance Director will be presented with a number of known challenges and opportunities in which to excel including:

- The City of Moorpark has limited General Fund revenues that have driven it to become very efficient at delivering services through contracts and a small core staff. As a relatively new incorporated city, its property tax rate is set at a lower level than other cities.
- Through sound and disciplined financial policies, the City of Moorpark has paid down its CalPERS employee retirement benefit to be 97% funded and the City maintains strong reserves in its funds. Additionally, the City has a significant endowment that funds the capital improvement program for the City's facilities. As a recent example, through endowment funding, the City is constructing a new \$18 million public library. A City Hall replacement is planned for the upcoming years. This fiscally conservative approach has served the City well and prevented the City from having to lay off employees during the last recession. The City has zero bonded indebtedness and no bank loans.
- Despite the fiscal strength of the City, it will face structural deficits in the General Fund within 5 years, and the City will need to continue to take action to reduce costs or shift costs to other funds in order to balance the General Fund budget.
- With constrained resources, the City of Moorpark would benefit from a Finance Director experienced in growing existing revenues or exploring new ones.
- The next Finance Director may have the future opportunity for enlarged responsibilities within the organization.

The Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Finance Director for Moorpark must possess certain traits that will be essential for success including:

- The most desired characteristic sought by the City is strong financial and investment skills. Demonstrated experience improving processes and procedures to achieve greater efficiencies, keeping Finance Department tasks and priorities on track, and achieving statutory deadlines, while maintaining attention to detail and compliance with laws and procedures are most sought.



Benefits

- The City participates in the California Public Employees Retirement System (CalPERS) and has a 2% @ age 62 formula for “New” CalPERS members with a current required employee contribution of 6.25% of salary. “Classic” CalPERS members are eligible for a 2% @ age 55 formula with no currently required employee contribution (City currently pays 7% employee contribution for “Classic” members).
- 2.5% contribution of gross base salary into a City approved deferred compensation program.
- Generous medical (CalPERS), dental, vision, and life insurance benefits for employees and dependents, and short and long-term disability insurance for employees.
- 3.70 hours of administrative leave per pay period (approximately 96 hours per year).
- Generous annual leave program (25 to 32 eight-hour days per year).
- City paid comprehensive physical examination (after completion of first year of service, and thereafter every two years for under age 50, and every year after age 50).
- Cell phone allowance of \$70 per month (and up to \$325 every two years for new cell phone purchase).
- 11 to 14 paid holidays per year.

To Apply

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. This recruitment closes on **Monday, May 20, 2019**. To be considered, candidates must submit a compelling cover letter and comprehensive resume to apply@ralphandersen.com. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials.

Recruitment Timeline

- Recruitment Closes - May 20, 2019
- City Review of Candidate Submittals – June 7, 2019
- Panel Interviews – June 20, 2019
- Finalist Interviews with City Manager – June 27, 2019

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Confidential inquiries welcomed to Mr. Greg Nelson at (916) 630-4900.

- Experience with the financial aspects of economic development activities is valuable, as the City actively continues to seek opportunities to increase and diversify its sales and property tax bases. The Finance Director will need to be able to provide sound and creative options for the City to consider.
- As a key member of the City Manager’s executive team, a strong collaborator is sought – one that can make strong contributions to an already solid team and add to an enjoyable and productive environment. The Finance Director should be a self-starter, seeking to solve problems and make positive impacts through creativity, teamwork, and communicated vision.
- As a Finance Director in a contract city with a small core staff, the selected candidate will be situated close to the work of the City. He or she must have both broad knowledge of municipal finance and a tireless work ethic.

Experience and Education

Any combination of experience and training 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, finance, public administration, business administration, or a related field. A master’s degree is desirable.

Experience: Seven years of increasingly responsible finance and accounting experience that includes the investment of funds, including four years of administrative and supervisory responsibility. Financial management and investment experience in a government agency are preferred.

Compensation

The annual salary range for the Finance Director position is \$131,644-\$177,049.

The City of Moorpark is an Equal Opportunity Employer.

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