



THE CITY OF SOLANA BEACH  
INVITES APPLICATIONS FOR

# **FINANCE DIRECTOR/TREASURER**

Recruitment Services Provided by Ralph Andersen & Associates





## **EXCEPTIONAL CAREER OPPORTUNITY!**

The City of Solana Beach is seeking qualified applicants to serve as Finance Director/Treasurer of this lovely beachside community in dynamic northern San Diego County.

## **THE CITY OF SOLANA BEACH**

Solana Beach, California is a coastal City in San Diego County just 21 miles north of downtown San Diego. The City has a population of 13,000 residents and encompasses 3.4 square miles. Included within the City boundaries are 1.7 miles of scenic coastline, which include four major beachside parks. Solana Beach has opportunities for a wide variety of recreational activities, including world renowned surfing, fishing, snorkeling, scuba diving, swimming, jogging, and walking.

Solana Beach maintains a lovely smalltown atmosphere with a mix of retail, light industrial and service providers. The community has a strong tax base and is home to many high-tech businesses, professionals, and artisans. The City has a wide variety of housing options, including a full range of single-family homes, condominiums, and rental units.

The City has a vibrant downtown business district that demonstrates the community's support for sustainability, walkability, and public art. In order to enhance the City's sense of community and better integrate neighborhoods and the City's business district, all of the city's railroad tracks were placed below grade in a multi-million-dollar project in 1999. Improvements included a distinctive modern train station that is served by Amtrak and the "Coaster" commuter train, and the award-winning Coastal Rail Trail. Adjacent to the train station is the three block Cedros Avenue Design District which offers more than 85 distinctive shops, galleries, restaurants, and boutiques. The Cedros Design District is also the home to a number of renowned architects, builders, designers and interior decorators.

Solana Beach is served by excellent public schools, including two elementary schools and one middle school within the City limits. High school students are served by the San Dieguito Union High School District, which includes several well regarded public high schools, including Torrey Pines High School, Canyon Crest High School, and San Dieguito High School Academy. There are also several high-quality private schools within Solana Beach.

# THE CITY GOVERNMENT

Incorporated in 1986, Solana Beach is a California general law city that operates under the Mayor/Council-Manager form of government. The Solana Beach City Council consists of four members representing four separate Council Districts and a city-wide elected Mayor. Council elections are held in even years in conjunction with State-wide general elections.

Solana Beach is an engaged community with vibrant public participation. The City Council is served by several citizen advisory commissions. These include the Budget and Finance Commission, Public Safety Commission, Parks and Recreation Commission, Public Arts Commission, Climate Action Commission, and the View Assessment Commission. The City does not have a planning commission; the City Council serves in this role.

The City Council appoints two positions: the City Manager and the City Attorney. The City Manager serves as the chief executive officer of the City and is responsible to the Council for the proper administration of all city affairs and the implementation of all policies established by the City Council. All department heads are appointed by the City Manager. The City Attorney serves as the Council's chief legal advisor, as well as providing day to day legal advice to all departments of the City.

The City of Solana Beach is in excellent shape financially. The City's adopted budget for Fiscal Year 2022/2023 has a general fund budget of \$22.9 million and a total operating budget of \$26.9 million. The General Fund reserves include a combination of restricted, committed, assigned, and unassigned reserves.

The City workforce totals 65 full-time and 11 part-time FTE's within the departments of City Manager, Community Development, City Clerk, Engineering/Public Works, Community Services, and Public Safety (Marine Safety and Fire). Law enforcement services are provided through a contract with the County of San Diego Sheriff's Department. Management of the Fire Department is provided through a Shared Management Services Agreement with the cities of Del Mar and Encinitas.





## THE FINANCE DEPARTMENT

### Mission Statement:

We deliver quality financial management and services to our elected officials, citizens, city departments, and the community by providing accurate and timely information to ensure fiscal sustainability in an environment of teamwork, excellent customer service, innovative business solutions and high ethical standards.

### Structure and Services

The Finance Department is responsible for managing Finance, Support Services, Risk Management, Asset Replacement, Facilities Replacement, and the administration of the Successor Agency to the former Solana Beach Redevelopment Agency.

The **Finance Department** maintains the financial records of the City, the Successor Agency, and the former Solana Beach Redevelopment Agency. Responsibilities include financial planning, cash management, purchasing, budgeting, payroll, payables, receivables, collections, accounting, financial reporting, fixed asset tracking, investment, and debt administration.

**Support Services** includes costs that affect City Hall in general but are not easily allocated to the appropriate departments. The Finance Director also oversees the Risk Management of the City including insurance requirements, loss-control programs, and claims made against the City, as well as the administration of the budget for the self-insured worker's compensation program.

## IDEAL CANDIDATE

The City of Solana Beach is a dynamic community that has achieved notable results over the past several years due to a committed and involved City Council and a professional and competent City staff. The City of Solana Beach is looking for a candidate that will thrive in this environment and provide effective leadership to the Finance Department.

The City is seeking a talented and collaborative Finance Director/City Treasurer who, ideally, has the following characteristics which will lead to success:

- ❖ A leadership style that relies strongly on coaching and mentoring will not only be a good cultural fit for the organization but will also help develop the capabilities of staff.
- ❖ A very strong accounting background, including designation as a CPA, is desired but not required for this role.
- ❖ Experience at the director level in a municipality is preferred, although assistant director level experience is viable provided it has exposed the candidate to the full breadth of the functions of the department.
- ❖ The City is open to candidates both from California and across the nation, provided they have the right experience to be successful in the role.
- ❖ The successful candidate will be a proven leader with a passion for public service.
- ❖ The successful candidate will have strong budget and financial management skills in order to maintain and improve upon the City's excellent financial condition.
- ❖ The new Finance Director will need to be a hands-on leader, who engages directly to accomplish department results.
- ❖ This person should have strong communication, organizational and time management skills, and be able to manage multiple projects and priorities.
- ❖ Experience with labor relations is highly desirable.
- ❖ Knowledge of special assessment districts and capital financing.
- ❖ The new Finance Director must have high ethical standards and integrity and will serve as a role model for the rest of the Department.





## EDUCATION AND EXPERIENCE

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Education/Training:**

A bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

Licensed as a Certified Public Accountant or possession of a master's degree in closely related field, is highly desirable.

### **Experience:**

Eight years of progressively responsible professional level accounting experience, with minimum of five years of experience in municipal government at a management/supervisory level.



# COMPENSATION

The current annual salary range for this position is \$126,360.00 to \$202,196.80. Starting salary will be established by the City Manager and will be dependent upon the qualifications and experience of the selected candidate. In addition, the City provides the following benefits:

**Retirement** – Classic members will be enrolled under a 2% at 60 CalPERS retirement formula with an 8% employee contribution and 0.19% employer share contribution. New CalPERS members will be enrolled under a 2% at 62 CalPERS retirement formula. Both formulas will be based on the employee's three-year highest salary.

**Deferred Compensation** – The City provides a matching contribution to a 457 Deferred Compensation Plan capped at \$2,000 per year.

**Vacation** – 20 days annually.

**Vacation Leave Cash Out** – Executive Management employees, at their sole discretion, may cash out up to 80 hours of accrued vacation leave in December of each year if they meet certain criteria per the City's policy.

**Executive Management Leave** – 80 hours annually.

**Sick Leave** – 95.94 hours per year.

**Holidays** – The City presently recognizes 12 regular holidays annually, plus three floating holidays.

**Insurance (Cafeteria Plan)** – City provides a comprehensive benefit package including employee medical, dental, vision, and long-term disability. The City currently provides up to \$1,497.00 per month in a Cafeteria Health Plan, which allows employees to purchase a medical insurance plan through the California Public Employees Retirement System (CalPERS). Dental and Vision insurance plans are also available. Opt-out cash option is capped at \$475 per month.

**Life Insurance** – City paid Life Insurance 1x annual base salary.

**Long Term Disability Insurance (LTD)** – City paid LTD insurance

# HOW TO APPLY

Interested candidates should **Apply Immediately** by submitting a comprehensive resume and compelling cover letter to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). This position is considered open until filled and will close once a sufficient number of qualified applications have been received, with a first review of resumes anticipated for January 6, 2023.

Ralph Andersen & Associates will conduct preliminary interviews following this date. Only the most highly qualified candidates will be invited to interview, anticipated for late-January 2023. The selection process may also involve a supplemental questionnaire. The anticipated starting date for the newly selected Finance Director/Treasurer is mid- to late-March 2023.

Top candidates may be asked to complete a supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

Confidential inquiries are welcomed to Dave Morgan at 916-630-4900

*City of Solana Beach is an Equal Opportunity Employer.*