



# City of Newport Beach

**Deputy Finance Director**



# City of Newport Beach

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the finest climates in the Nation. The City is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.

The City has a permanent population of over 85,000 residents. During the summer months the City population can grow to more than 200,000 with daily visitors. In the heart of the City is Newport Bay, where more than 9,000 boats are docked within the harbor. The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing, and aquatic sports activities. Area schools, including the University of California, Irvine (just outside the City's border), are among the best in California. Eight other colleges are within a 30-mile radius.

Community attractions include Crystal Cove State Park, the historic Balboa Pavilion and Fun Zone, two ocean piers, white sandy beaches, extensive bikeways, Fashion Island/Newport Center, the Resort at Pelican Hill, plus many fine dining establishments.

## City Government

As a charter city, Newport Beach is governed by a seven member City Council, operating under a council/manager form of government with a 2012-13 operating budget of approximately \$210 million and a Capital Improvement Program of approximately \$52 million. The City employs 723 full-time employees and over 400 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$70 million and currently holds an AAA implied General Obligation rating with each of three major rating agencies. In 2010 the City broke ground on construction of a new Civic Center, which is anticipated to be completed in late 2012.



## City Finance Department

Newport Beach is a full-service City providing financial guidance to the City Manager's Office and various departments, including Fire, Police, Library Services, Public Works, Municipal Operations, Community Development and Recreation and Senior Services. The Finance Department provides its services through three functional areas encompassing, budget development and control, accounting and financial reporting, and revenue administration. The Finance Department is entrusted to maintain the fiscal sustainability of the City through long-term fiscal planning, budgetary control and strategic planning. Consistent with the City's plans to streamline processes and improve service delivery, each Finance Department division is challenged to become more efficient through the use of technology, private sector partnerships, continuous business process improvements and the implementation of performance management techniques.

## Deputy Finance Director

The Deputy Finance Director will report to the Finance Director and will provide general direction and supervision of the other functional divisions of Finance including budget, accounting and revenue administration. This position will directly manage treasury and public finance activities through external advisors and internal staff support. The Deputy Finance Director is assigned various financial analysis projects and long term financial planning efforts. This position is also responsible for the coordination, preparation and presentation of various City Council, Finance Committee and quarterly financial reports.



# Deputy Finance Director

## The Ideal Candidate

A successful candidate will have a firm understanding of banking and treasury management relationships, municipal debt issuance and administration. This candidate will also have the ability to analyze and interpret budgets, financial statements and the cost of municipal operations. The ideal candidate will excel in financial analysis, long-term financial planning, treasury and public finance. The ideal candidate will also have a keen ability to identify the most relevant financial facts and trends and possess the ability to provide a succinct oral and written presentation of any given financial analysis. Further, the ideal candidate will have a proven track record of teamwork and customer service.

This position requires a minimum of six (6) years of increasingly responsible professional management level accounting or public finance experience including (2) years supervisory experience along with the completion of a Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field. A Master's degree in Business, Public Administration, or Finance and/or additional experience is desirable. Possession of a valid California driver's license is also required.

## Compensation Package

The current salary range is \$126,110 to \$153,296 annually, however the salary is under review as the City is in the process of a classification and compensation study. Starting salary will be commensurate with the selected candidate's qualifications. This position is covered by the Key & Management unrepresented group which includes the following competitive benefits package:

- **Retirement:** CalPERS 2.5%@55
- **Cafeteria Plan:** \$1,361 monthly cafeteria allowance to purchase medical, dental and vision insurance.
- **Life Insurance:** \$50,000 in City-paid coverage.
- **Flex Leave:** Initially 18 days annually up to a maximum of 31 days (based on years of service).
- **Administrative Leave:** Up to 80 hours per calendar year.
- **Holidays:** Equivalent to 12 paid holidays per year.



*"The ideal candidate will excel in financial analysis, long-term financial planning, treasury and public finance."*

# Deputy Finance Director

## The Selection Process

Please visit our City's website to apply online and to view the full description of the position and its requirements at [www.newportbeachca.gov](http://www.newportbeachca.gov). Candidates must include a cover letter briefly addressing their increasingly responsible professional management level accounting or public finance experience, supervisory experience, resume and three professional references with the online application.

**The final filing date for this recruitment is Tuesday, October 9, 2012 at 5 p.m.**

The selection process will begin with a complete evaluation of the application and supplemental materials. Candidates deemed the most qualified as reflected in their application materials will be invited to an oral interview and/or assessment(s) that will measure the candidate's combination of experience, training, knowledge, education, skills, abilities and other characteristics. The selected candidate will undergo an extensive background process including criminal history, credit history, driving record, military record, civil records check, past and current employers, education and reference checks. Please contact Human Resources at (949) 644-3298 if you have any questions.

The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.



**City of Newport Beach**  
3300 Newport Boulevard  
Newport Beach, CA 92663  
[www.newportbeachca.gov](http://www.newportbeachca.gov)