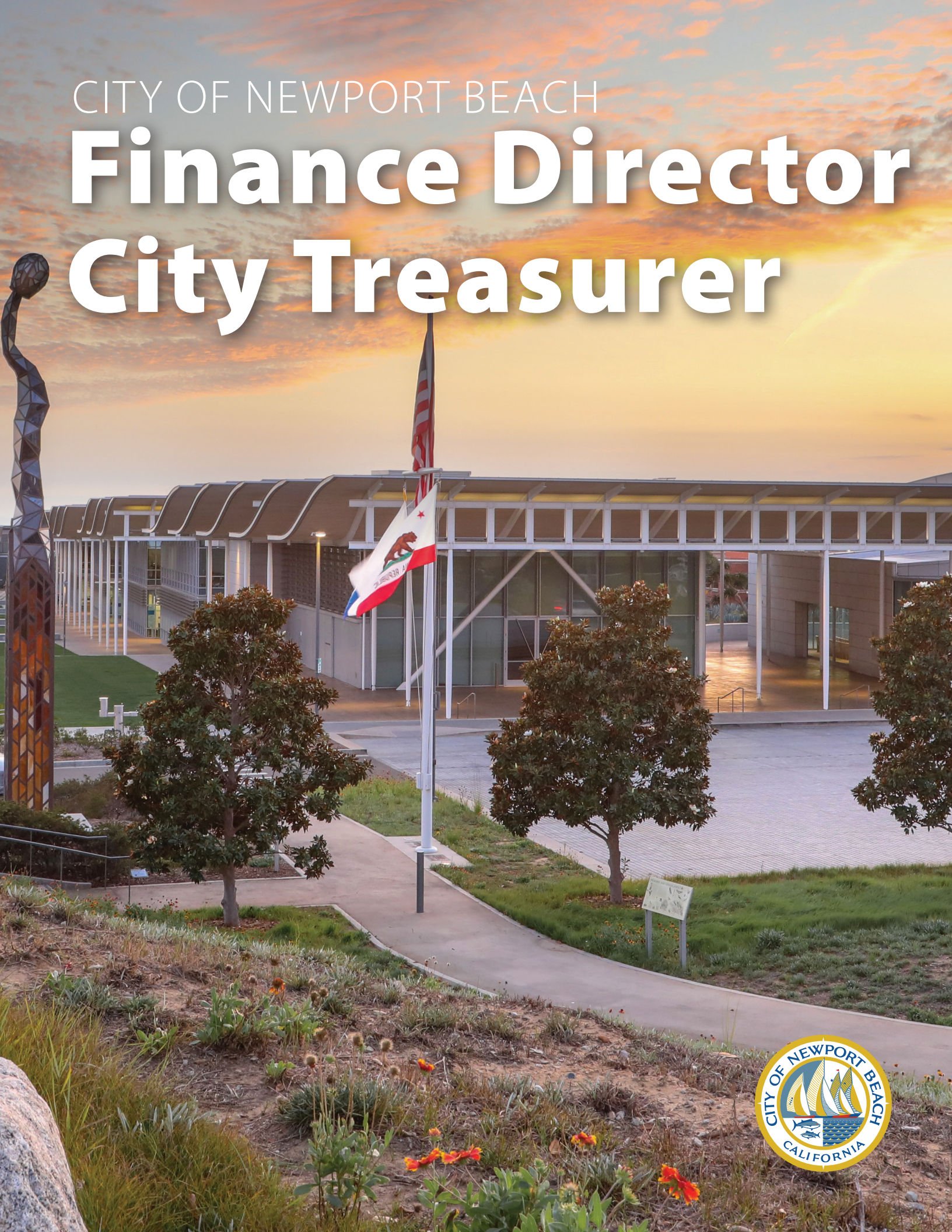


CITY OF NEWPORT BEACH

# Finance Director City Treasurer





# 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 86,000 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 4,500 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 the historic Balboa Pavilion, Fashion Island/Newport Center, the Resort at Pelican Hill, Crystal Cove State Park, two ocean piers, white sandy beaches, extensive bikeways 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 FY 2020-21 operating budget of approximately \$307 million. The City employs 726 full-time employees and over 450 part-time and seasonal employees. Newport Beach has a history of impressive financial strength with current General Fund reserves exceeding \$50 million and currently holds a AAA implied General Obligation rating with three major rating agencies.

## Finance Department

The mission of the Finance Department is to, "provide prudent financial management of publicly entrusted resources and to support the organization with the highest quality financial and administrative support services."

The department's primary purpose is to act as the financial steward for the public and to provide a wide variety of support functions generally encompassed by finance, administration, automation and communication. The department provides support throughout the organization and assists members of the public with city services and information. These functions are critical to the City's financial stability, as well as the City's ability to consistently deliver the high quality of municipal services the residents have grown to expect. The Finance Department includes Financial Reporting, Financial Planning and Revenue Divisions. There are approximately 31 full-time and 4 part-time positions in the Department.

The Finance Director provides critical staff support to the City's Finance Committee. The Finance Committee, advisory to the City Council, reviews and monitors events and issues which may affect the financial status of the City and reviews the City Manager's Proposed Budget.



# Finance Director / City Treasurer

## The Ideal Candidate

### THE IDEAL CANDIDATE WILL BE:

- Technically skilled in directing the operation, services and activities of a comprehensive Finance Department in a full-service city
  - Committed to financial stewardship of pension related matters and long-term financial stability
  - Experienced in navigating budget cycles and unanticipated revenue shortfalls; able to make adjustments to capital spending and identify alternative revenue sources
  - A key member of the Executive Management Team who understands their role in assisting the City Manager as the Chief Financial Officer for the organization
  - Of impeccable integrity and committed to the highest ethical standards
  - Skilled in process improvement and modern best practices
- Collaborative and inclusive with a high degree of emotional intelligence and humility
  - Focused on delivering quality internal and external customer service to other City departments, the Executive Management Team, the Finance Committee and the community
  - A strong communicator, with proficiency in making presentations on complex budget and finance concepts so that they are easily understood by anyone, regardless of their experience level

A qualified candidate must have seven years of increasingly responsible professional public sector and finance experience including at least three years of responsible management and supervisory level experience. A bachelor's degree in accounting, finance, business administration or a closely related field is also required. A master's degree in public administration, business administration or related field is desirable. Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record is also required.



## Compensation Package

The current salary range is **\$159,961–\$239,918** annually. Effective the pay period that includes January 1, 2021, the salary range will be adjusted to reflect a two percent (2%) cost of living increase. Placement in the range will depend on qualifications and experience. Total employee contributions towards retirement and benefits are 18.22%. This position is at-will and covered by the Key & Management – Executive Management unrepresented group, which includes the following competitive benefits package:

- **Retirement:** California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2% @ 62. Employees are required to contribute 13% of pensionable income towards their retirement benefit. Deductions are made on a pre-tax basis.
- **Cafeteria Plan:** Choose from CalPERS PPO and HMO medical plans, MetLife dental PPO and HMO plans and MetLife vision. \$1,725 monthly cafeteria allowance to purchase medical, dental and vision insurance plus an additional \$139 monthly contribution if participating in a medical plan. If electing medical coverage and spend less than the City contribution, there shall be no cash back provided. If waiving the City's medical insurance plan after demonstrating proof of alternate group medical insurance coverage, an opt-out allowance of \$500 per month is provided.
- **Executive Management Physical:** Up to \$1,000 per year.
- **Technology Allowance:** \$80 monthly smart phone plan and equipment stipend.
- **Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.
- **Flex Leave:** This is a combination of sick and vacation leave which is earned at a rate of 8.77 hours per pay period (228 hours per year), with a maximum of 9.69 hours per pay period (252 hours per year) based on years of City service.
- **Administrative Leave:** Up to 80 hours per calendar year at the discretion of the City Manager. This leave has no cash value and does not carry over from one calendar year to the next.
- **Holidays:** Equivalent to 12 paid holidays per year which includes one floating holiday.
- **Automobile Allowance:** \$400 per month.
- **Life Insurance:** \$50,000 in City-paid coverage. Supplemental life insurance is available at the employee's expense and payroll deductions are made on a post-tax basis. Maximum supplemental life insurance coverage is \$500,000.
- **Disability Insurance:** Up to 66.67% of covered wages up to a maximum benefit of \$1,847 weekly for short-term disability after a 30-calendar day waiting period and \$15,000 monthly for long-term disability after 180 calendar day waiting period. Employees are required to contribute 1% of salary for this benefit through a post-tax payroll deduction.

- **LIUNA Supplemental Retirement:** Employees contribute 3.22% of gross salary for this benefit through a pre-tax payroll deduction. Participation is mandatory.
- **Retiree Medical Benefit:** Employees contribute 1% of salary for this benefit through pre-tax payroll deduction. Vesting occurs after five years of full-time service, and City paid contributions based on age and years of service begin. Account funds may be used after separation from the City for reimbursement of eligible medical expenses.
- **Flexible Spending Account:** Optional. Maximum pre-tax election per calendar year for medical is \$2,750 and \$5,000 per household for dependent care.
- **Section 457 Deferred Compensation Plan:** Optional participation. No City matching.
- **Employee Assistance Program:** City-paid benefit which provides confidential counseling on work and life issues.

## The Selection Process

Please visit at [newportbeachca.gov](http://newportbeachca.gov) to apply on-line and to view the full description of the position and its requirements along with the online application, candidates must include a cover letter, resume and written supplemental exercise to be considered complete. For the written supplemental exercise, applicants are to prepare a memo addressed to City Manager Grace Leung outlining their approach, in the COVID-19 environment, to developing the FY 2021-22 budget for the City of Newport Beach, including the top three priorities the City should be focused on. The memo should be written in Arial font 12 point and no more than three (3) single-spaced pages in length. All materials (cover letter, resume, written supplemental) should be attached to the online application submittal.

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 assessment(s) that is tentatively scheduled for **Thursday, December 10, 2020**. Testing 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, driving record, military record, civil records check, past & current employers, education and reference checks. Please contact Human Resources at (949) 644-3256 if you have any questions.

The final filing date for this recruitment is Monday, November 30, 2020 at 5 p.m.  
**Apply at [newportbeachca.gov/jobs](http://newportbeachca.gov/jobs)**



### CITY OF NEWPORT BEACH

100 Civic Center Drive  
Newport Beach, CA 92660  
[newportbeachca.gov](http://newportbeachca.gov)

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