



*Moorpark*  
California



invites applications for the position of

# **Director of Finance City Treasurer**

RECRUITING SERVICES PROVIDED BY



# THE COMMUNITY

The City of Moorpark is located in the southeastern part of Ventura County near the cities of Thousand Oaks and Simi Valley, within an hour's drive to Los Angeles and Santa Barbara, and close to the Southern California beaches. 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 has been 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 sunset views. 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 36,326 and the City continues to grow with more than 2,000 new housing units approved for development.

## MOORPARK AT A GLANCE

### Moorpark is Growing

**No. 1 Fastest** Growing City in Ventura County for Past 30 Years

### Moorpark is Safe

**No. 1 Safest City** in Ventura County  
**No. 3 Safest City** in California

### Moorpark is Business Friendly

**No. 1 Least Expensive** City to Do Business in Ventura County  
**Top 5 Least Expensive** Cities to Do Business in California  
**Top 50 Best Cities** for Jobs in California

### Moorpark is Livable

**Top 30 Best Places** to Raise a Family in California  
**Top 100 Best Small Cities** to Live in America



### YOUNG

**Median Age:**  
36 Years



### HOMEOWNERS

**Homeowners:** 76%  
**Households:** 11,415



### EDUCATED

**College Graduates:** 42%



### WEALTHY

**52% earn \$100,000 or more**

# THE CITY

The City of Moorpark was incorporated in 1983 as a general law city and operates under the Council-Manager form of government. The Mayor, who is separately elected, serves a two-year term, and the four City Council members are elected by district and serve staggered four-year terms. Moorpark has been rated the 3rd Safest City in California for two years in a row by Safewise.com.



## QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would include:

- A minimum of six (6) years broad and extensive experience in public agency accounting and financial analysis, including at least three (3) years of administrative and management responsibility.
- Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, business administration, or a closely related field is also required. A Master's degree in a related field is highly desirable.
- Certification as a Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Certified Government Finance Manager (CGFM) is highly desirable.



## THE POSITION

Under direction of the City Manager, the Finance Director will assume full responsibility for managing all activities and services of the Finance Department. This includes directing personnel and resources; developing, administering and evaluating projects and procedures to meet organizational needs and ensure smooth and efficient activities; directing the preparation and administration of the City's Annual Budget; directing and approving various personnel actions, including selection, promotion, performance evaluations and disciplinary actions; and perform other related duties as assigned.

## DUTIES

The Finance Department is comprised of 4 divisions: Finance, Purchasing, Emergency Management/Contract Risk Management/Solid Waste, and Information Systems. Including the Director of Finance, the department has 10 employees. General duties and responsibilities of the Director of Finance include but are not limited to:

- Plans and directs the preparation of the annual City budget, including the forecasting of revenues, expenditures, fund balances, and capital projects needs and the implementation of expense controls during the year.
- Oversees year-end accounting, including the preparation and reconciliation of year end closing financial statements and auditing processes.
- Directs the general accounting, payroll, accounts payable, accounts receivable, purchasing, and contracts administration programs; reviews monthly reports and actual activities to assess the City's financial position on a continuing basis.
- Evaluates City's revenues, reserves and cash flow from tax subventions, grants, transfers, business licenses, and other fees; makes short-term investments, monitors daily cash flow and maintains the City's investment portfolio, while advising the City Manager regarding important trends.
- Establishes Department goals, priorities and timelines for completion of projects and assignments; evaluates department and staff performance in conformance with established objectives.
- Manages the Purchasing Division, develops and implements purchasing policies and ordinances, and directs coordination of bid processes and fixed assets.
- Oversees the Solid Waste and Recycling Division, plans and implements solid waste collection, waste reduction, and recycling programs and monitors compliance with the City's Solid Waste Ordinance.
- Manages the Emergency Management Division; and coordinates disaster preparedness and response, emergency related grant funding, emergency planning, and training and public education.

## IDEAL CANDIDATE

The ideal candidate for the Finance Director position is a professional with the highest level of integrity, outstanding judgment, leadership and accountability skills. The Finance Director will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable management style.

The candidate will possess strength of character and depth of knowledge to inspire and lead the Finance Department's talented, dedicated staff. The candidate will be a key member of the Executive Management Team, provide financial advice to the City Manager and City Council, maintain fiscal stability, administer the payroll, and safeguard the assets of the City. The City of Moorpark has tremendous stability throughout the organization. Troy Brown is the City's second ever City Manager and not only leads the organization, but is the ICMA President.

The City is looking for someone with a wealth of experience in accounting and running City investment portfolios, who has the willingness to bring a hands-on approach to the department. Experience working in dissolution of redevelopment agency, landscape maintenance funding, and comprehensive fee studies is highly desired. Experience working with Incode financial system also a plus.

## APPLICATION AND SELECTION PROCESS

First Review Date | February 18, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [bob@bobhallandassociates.com](mailto:bob@bobhallandassociates.com).



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

## BENEFITS

- **Annual salary range:** \$135,636.80 - \$182,395.20 with a 2% COLA increase effective the first pay period in July 2022.
- **Insurance:** The medical insurance is through CalPERS and paid by the City at 100% of the PERS Platinum insurance Preferred Provider Organization (PPO) plan family rate. An employee may convert up to a maximum of \$300 per month of the medical insurance allowance to cash out or deposit in deferred compensation each month if not used for medical insurance cost. Dental and vision for employee and dependents are 100% paid by the City.
- **Short and Long-Term Disability:** City-paid coverage.
- **Life Insurance:** \$150,000 term life insurance fully paid by the City.
- **Retirement Benefits:** The City participates in the California Public Employees Retirement System (CalPERS) providing retirement benefits to eligible employees. For Miscellaneous Classic employees (employees hired before 1/1/13) with a 2% @ 55 formula and no required employee contribution; the City contributes 7% of base salary for employees' CalPERS contribution. "New" members "PEPRA" (employees hired after 12/31/12) with a 2% @ 62 formula have an employee contribution to CalPERS of 6.75% of base salary.
- **Deferred Compensation Saving Plan:** 2.5% of gross base salary is paid by the City.
- **Leave:** Annual leave (vacation, personal and sick time hours) is accrued based on years of service. The City observes 11 ½ days paid legal holiday each calendar year.
- **Car Allowance:** \$310 per month.
- **Cell Phone Allowance:** \$70 per month.

