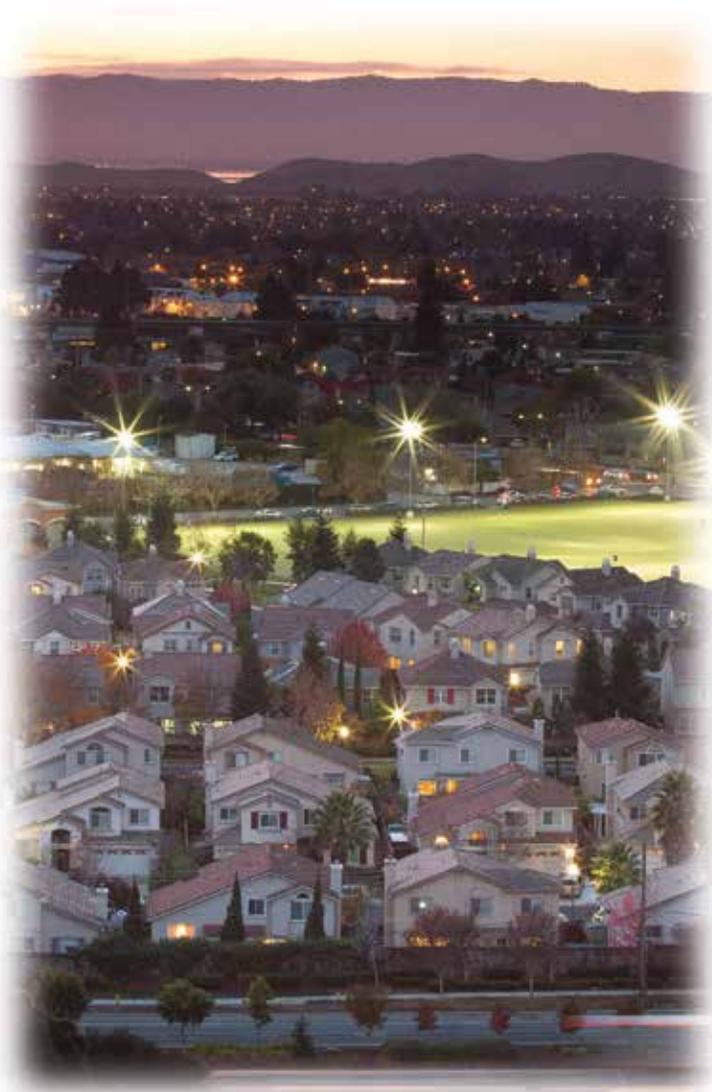




# *City of Union City*

*invites your interest  
for the position of*

**Assistant City  
Manager/  
Chief  
Financial  
Officer**



## The Community

Incorporated in 1959, Union City maintains a small-town feel while being in the center of the Bay Area, with San Francisco and Silicon Valley just minutes away. Union City has grown into an ethnically diverse community of over 74,500 residents, and their highly regarded New Haven Unified School District serves about 13,000 K-12 students.

Eighteen square miles in area, the community offers a variety of housing, with affordable and upscale homes available in many charming neighborhoods throughout the city.

The City's transit-oriented Station District, located around the Union City BART station, boasts housing and business development opportunities with easy, convenient access to major public transit running throughout the Bay Area. Union City also offers many wonderful parks, sports fields, community centers, and a variety of recreation programs and social services for residents of all ages.

The City's diverse and unified community, excellent educational institutions, unsurpassed quality of life, and world-renowned location make Union City the ideal place to do business, work, and live.

## City Government

Union City was incorporated in 1959. Union City has a Council-Manager form of government that vests legislative power in the City Council. The City Council is made up of five members – four district-elected members (phased in 2020-2022 elections), plus an at-large elected Mayor – and each are elected to staggered four-year terms. Chief executive authority is vested in an appointed city manager, who oversees the day-to-day operations of the city.

The FY 20-21 all-funds budget is approximately \$119 million including a General Fund of almost \$61 million. The City workforce is comprised of 230 permanent full-time employees. City departments include the City Manager's Office,

Police, Public Works, Finance, Economic/Community Development, Community & Recreation Services. The Fire Department and City Attorney's office are contracted.



## The Position and Ideal Candidate

The City of Union City is seeking a highly experienced financial leader to help guide the City during a unique time of challenges and opportunities. Union City, like all communities throughout the country, is facing a substantial impact from the Coronavirus and the new Assistant City Manager/Chief Financial Officer (ACM/CFO) will be expected to provide strategic leadership guidance,



organizational expertise and a high level of financial acumen to help the organization successfully meet those challenges.

The ACM/CFO is a newly established position created as part of an extensive organizational study completed in 2019. The expectation is to help implement the City's ambitious strategic plan, to assist in stabilizing the budget, while focused on building the City's long-term future. As second in command of city operations, this evolving role will lead all financial and budgetary operations and will oversee the Solid Waste Franchise Agreement and contracted services of the Fire Department and cable TV.



The City is currently in year two of a biennial budget cycle, which will require immediate attention towards development of the next two-year budget. Other key priorities relate to a critical upcoming ballot measure, designed to replace an existing revenue measure that “sunset” in 2021 and the completion of fiscal year 2018/19 and 2019/20 Comprehensive Annual Financial Reports (CAFR). The City is also working on succession planning strategies that will require the attention of the ACM/CFO.

The ideal candidate for this assignment will pair a strong financial background in the areas of budget and financial planning and analysis and a strong strategic orientation to best position the organization for the future. The ability to implement effective and efficient work systems that align the long-term strategic plan is also a critical component to this position. Fortunately, the City's finance and administrative team is quite strong and will be a positive asset in the ongoing organizational shift. The expectation for the new ACM/CFO is to guide the organization towards ongoing success, while continuing to develop and mentor emerging leaders to take on greater levels of responsibility and accountability.

A leadership style that incorporates collaboration, team orientation, flexibility and adaptability is essential for this assignment.



An active, engaged, and hands-on manager that provides mentorship and is committed to staff development is expected in this role. Possession of a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance or related field is required. An experience base of five or more years of increasingly responsible management experience in a municipal or government finance environment, including at least two years at an Assistant Department Head level in finance or accounting administration is also required. A Master's degree and/or a CPA License is highly desirable in this role.

## Compensation and Benefits

The salary range for this position is \$198,108-\$238,092 annually, DOQ. (City Council approval expected in September.)  
The excellent benefits package includes:

- ◆ Retirement: CalPERS with Classic employees participating with a 2% @ 60 formula with employee paying 10% of employee contribution. New members (PEPRA) participate with a 2% @ 62 with employee contribution of 10%.
- ◆ Medical: PERS health program.
- ◆ Dental: Metlife.
- ◆ Vision: VSP.
- ◆ Life Insurance: Cigna; \$100,000 coverage, city paid.
- ◆ Long-Term Disability: Cigna; employee pays premium.
- ◆ Vacation: Accrual of 40 hours annually.
- ◆ Administrative Leave: 150 hours annually.
- ◆ Holidays: 10 holidays plus 27 hours of floating holiday per year.
- ◆ Sick Leave: Accrual at 8 hours per month.
- ◆ Deferred Compensation: 401a voluntary program. City will contribute \$100 monthly.
- ◆ Work Schedule: City operates on a 9/80 schedule.
- ◆ The City also provides an EAP.



## The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is **September 28, 2020**. Avery Associates is expecting to conduct preliminary interviews with qualified applicants the week of September 28. It is anticipated that recommended candidates will interview with Union City the week of October 12, with an appointment made by the end of October.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).