



CITY OF NOVATO  
CALIFORNIA



# *The City of Novato*



*invites your interest  
for the position of*

**Deputy  
Finance  
Director**

## The Community

The scenic city of Novato enjoys over 3,600 acres of open space and park land. Novato, located in beautiful California, is ideally situated in Northern Marin County on highway 101 approximately 29 miles north of San Francisco and 37 miles northwest of Oakland. The city has a resident population of over 55,000 within the 28 square mile city limits, making it the second most populated community within Marin County.

In 2018, Novato was recognized as one of the best places to live in the U.S. In addition to the abundance of open space and beautiful parks, the city was noted for the high achieving Novato Unified School District. The local economy



was acknowledged with a strong foundation of biotech and emerging technology companies joined by a variety of retail centers. Medical facilities including Novato Community Hospital and the Novato Healthcare Center were also recognized as valuable community assets. The former Hamilton Air Force Base is also located in Novato. Decommissioned in 1974 and designated a Historic District in 1998, the base has been largely redeveloped into single-family homes, with the former hangar buildings redeveloped into two-story office buildings. Notable companies in the city include 2k, Zenni Optical, Kiosk, BioMarin Pharmaceutical Inc., Ultragenyx, and Buck Institute for Research on Aging. City Administrative Offices are located in the historic downtown area, a short walk to numerous local restaurants and shops, Whole Foods, and the Downtown Novato SMART train station.

## City Government

The City of Novato is a General Law city with a Council Manager form of government. The five-member City Council is elected by district to alternating four-year terms. The Mayor and Mayor Pro-Tem are selected annually by the Council members. The City Council appoints both the City Manager and City Attorney.

In 2015, the community successfully passed ballot Measure C, a ¼ cent sales tax designed to maintain essential services and to support the City's fiscal stability. Measure C provides \$2.9 million annually for a minimum of 20 years. In 2020, the community also passed ballot Measure Q, a 2% increase in the Transient Occupancy Tax. Measure Q is expected to generate an additional \$400K annually, with two new hotels under development. The Novato Citizens Finance Advisory/Oversight Committee was established to serve as the official Citizen's Oversight Committee and to provide feedback, insight and recommendations to the City Council.

The City's 190.5-member workforce provide administrative, public safety, community development, public works, economic development, and parks and recreation services. Fire and paramedic services are provided by the Novato Fire Protection District with water distribution, wastewater treatment, and waste management provided through special districts. The City operates on an annual budget of \$66.9 million, of which \$44.9 million represents the General Fund. The City maintains a healthy financial reserve position equaling 19.5% of the General Fund.

The City's organizational culture is friendly, service-oriented, and fast paced. The collegial and friendly work environment ensures that information is shared to creatively and collaboratively respond to and resolve issues facing the community. Alternative work schedules provide life/work balance as many employees enjoy every other Friday off in a 9/80 schedule.

## The Position and Ideal Candidate

The Deputy Finance Director is a newly created position reporting to the Finance Director, which was also a newly reestablished role filled in February 2020, as the city migrated from an Administrative Services Director organizational model. The Finance Department has now secured additional resources to increase the finance staff to nine FTEs (including this position) with oversight for the budget, accounting, financial reporting, payroll, business licensing, treasury, debt, and procurement. The evolving nature of finance has led to this need for greater financial expertise and capacity to address the numerous operational challenges within the Finance Department. The Deputy Director will serve as a key member of the city's management team and is expected to provide excellent leadership, mentorship, communication skills, and a great focus on customer service.

This position provides an exciting array of key priorities. There is a desire to develop and utilize various financial forecasting and modeling reports and tools, including updating the fiscal sustainability plan, which may include new revenue opportunities. The operational components of the annual budget process, monthly financial reporting, annual financial audits and reports will also require a continual focus. A critical priority is to complete financial audits for the past two fiscal years.

The Deputy Director must be an experienced and progressive manager to address the critical need for staff development and more effective workflows and procedures, along with a greater focus on efficiency and productivity. The current finance staff is highly motivated and dedicated to the organization, with several employees new to municipal finance. While providing leadership to the finance team, the Deputy will be an engaged, active and participative mentor. In working with the city-wide team, they will operate in a collegial, collaborative and team-oriented fashion. A spirit of partnership with the ability to influence and provide positive guidance to peers and staff will be essential to this role. In interactions with the City Council and other policy boards, as support to the Citizen's Financial Oversight Committee, and in interactions with the public, the desire is to provide insightful financial information related to budgets, financial analysis and other relevant financial topics. Effective written and public speaking skills with the ability to present complex financial information in an informative, non-technical manner will be critical to this role.

The ideal candidate will have a positive, friendly and flexible interpersonal style coupled with a sense of humor and the ability to adapt and adjust to a dynamic and active work environment. They will be a creative problem solver with a track record of effective leadership and will possess a "service first" orientation. Expertise with financial software systems and a strong set of generalist finance skills will be essential as all managers within Novato continue to be "hands-on" in assisting with day-to-day activities.



This position requires four or more years of progressively responsible professional experience in municipal finance with at least three of those years at the management or supervisory level. Equivalency to a Bachelor's degree from an accredited university or college with major coursework in accounting, finance, public or business administration, or a related field is required. A Master's degree, knowledge of debt administration and treasury along with possession of a CPA or GFOA-CPFO or certification as a Local Government Finance Officer are highly desirable.

## Compensation and Benefits

The City of Novato offers an attractive program of compensation and benefits. The salary range for this position is \$119,892.72 - \$145,730.40 annually, DOQ. The excellent benefits program includes:

- ◆ Retirement: CalPERS with a 2% @ 55 formula for Classic members, employee contributes 9.5% (7% employee share and 2.5% of employer share). New members are eligible for a 2% @ 62 formula. The City does not participate in Social Security.
- ◆ Medical Insurance: Choice of eleven HMO & PPO options through CalPERS, with a cafeteria plan contribution of up to \$2,228.36 for full family enrollment (2021 rates). Employees not enrolled in City healthcare may receive up to \$250 per month.
- ◆ Dental Insurance: Choice of six dental PPO & HMO options with employee only premiums beginning at \$31.43 per month.
- ◆ Vision: VSP fully paid by the city.
- ◆ Vacation: Initial accrual at the rate of 80 per year with up to 160 hours per year after year five.
- ◆ Holidays: A total of 13 annually with 11 designated holidays and two floating holidays.
- ◆ Executive Leave: 90 hours per year plus an additional 90 hours annually at the discretion of City Manager.
- ◆ Sick Leave: Grant of 40 hours upon hire, thereafter accrual of one day per month.
- ◆ Life Insurance: \$100,000 policy paid by the City.
- ◆ Work Schedule: 9/80 work schedule with alternating Friday's off.
- ◆ Flexible Spending Plan: City offers a plan for pre-tax employee contributions to pay for dependent care, out-of-pocket health care costs, and/or transportation costs.
- ◆ Transportation/Technology Stipend: \$250 per month.
- ◆ Long Term Disability: Optional employee paid benefit plan available.
- ◆ Deferred Compensation: Dollar for dollar match up to a maximum of two thousand dollars (\$2,000) per calendar year if actively enrolled in a deferred compensation program.
- ◆ Performance Pay: Eligible for up to \$2,000 annually.
- ◆ Computer Loan Purchase Program: Employee computer loan not to exceed \$3,500.



## The Process

To be considered for this 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 called until after an interview takes place).

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This recruitment is open until filled.

If you have any questions or wish to further explore this opportunity, please contact Paul Kimura at 408.399.4424 or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at [williaml@averyassoc.net](mailto:williaml@averyassoc.net).

