

# THE CITY OF PORT HUENEME

*The Friendly City by the Sea*



INVITES YOUR INTEREST FOR THE POSITION OF

**FINANCE DIRECTOR**

## The Community

The City of Port Hueneme (pronounced “Wy-nee-mee”) is a charming, friendly, and relaxed seaside community in Ventura County, California. The City is ideally located along the County’s renowned Gold Coast, 60 miles northwest of Los Angeles and 40 miles south of Santa Barbara. Port Hueneme has a population of approximately 23,000 residents living within the 4.5 square miles that comprise the city limits and serves as home to Naval Base Ventura County and the commercial Port of Hueneme.



Visitors quickly find that the quality of life in Port Hueneme is one-of-a-kind.

Those who live or work here benefit from the City’s small-town atmosphere, affordable housing, temperate climate, clean air, low crime, quality education and recreation. Port Hueneme takes pride in its clean and well-maintained beach and fishing pier. The City’s 90 acres of parkland exceeds the statewide norm by more than one-third. The educational system is exceptional, as local schools at all levels are nationally recognized for academic performance. California State University, Channel Islands and off-campus extensions of the University of California and State University systems, and a local community college, are also within a 20-minute drive of Port Hueneme. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme’s subtropical temperate climate. Annual temperatures range from 45 to 71 degrees.

The City of Port Hueneme has seen much dramatic progress since its incorporation. Residents consistently cite the high quality of life offered due to planned development, excellent public facilities, and responsive City services as being primary reasons for choosing to live here. A commitment to maintain high standards for a clean and attractive appearance of the City continues to be a major priority. The importance of preserving and enhancing existing

amenities to ensure the long-term health and vitality of the community is recognized as well.



## City Government and the Department

Port Hueneme was initially incorporated in 1948 and became a Charter City effective December 1996. Port Hueneme has a five-member City Council, which functions as the policy making governmental body utilizing a Council/Manager form of government. The five individuals serve staggered four-year terms in office, with the Mayor and Mayor Pro-Tem being selected by the City Council in December of each year.



City services are structured around five departments: City Administration (includes Housing and Recreation/Community Services), Community Development, Finance, Police, and Public Works. The City of Port Hueneme has an approved FTE level of 138 and operates with a total budget of approximately \$58 million. The Budget for FY 2021-22 and FY 2022-23 are currently under review.

## **The Position and Ideal Candidate Profile**

The Finance Director, in pursuit of optimal service delivery and efficient business processes, will be responsible for leading the organization in a transformational shift from legacy practices. The Finance Director will develop tactical relationships and foster collaboration of key stakeholders to fulfill strategic plan initiatives and associated master plans. Supporting new business attraction and retention, the Finance Director will promote innovative approaches in partnership with economic and community development efforts. While engaging a dynamic finance team of 12 dedicated employees, this leader will administer a \$1.1 million department budget and oversee the City of Port Hueneme City-wide budget of over \$58M, including \$24M General Fund.



This role reports directly to the City Manager, with the primary goal of making fiscally responsible decisions while leveraging technology and resources to maintain high customer service levels. The Finance Director will continuously improve operational inefficiencies and implement strategies and guiding principles as it relates to budget, investment, and debt management policies. The new Director will be expected to rapidly improve Management's financial and business acumen, guide an intense 5-year Capital Improvement Plan, and finalize and execute an Enterprise Resource Planning (ERP) system transition.

The ideal candidate for this role will be required to relate well to all kinds of people within an organization and must view organizational politics as a necessary part of business life, maneuvering through complex situations effectively. The Finance Director must have a wealth of staff management experience and be able to quickly read talent and efficiently and equitably manage the creative process in others. He/She/They will be asked to display their intellectual acumen to meet challenges while continuing to drive for results. The ability to present the unvarnished truth in an appropriate and helpful manner is essential.

This position requires seven years of progressively responsible financial experience, preferably within a governmental agency. The ideal candidate will have at least five years of management or supervisory experience. Equivalency to a Bachelor's degree from an accredited university or college with major coursework in finance, accounting, public administration, or a closely related field is required.

## Compensation and Benefits

The City of Port Hueneme offers an attractive and competitive salary and benefits package. The current salary range for this position is \$130,208.00 - \$169,270.40 annually, depending on qualifications. The employee benefits package includes:

- ◆ Retirement – CalPERS with a 2.7% @ 55 formula and single highest year for Classic PERS members. Employees hired after January 1, 2013, that are deemed to be a “new member” are subject to a 2% @ 62 formula and pay 50% of the normal cost rate for PERS. The City participates in Social Security and Medicare.
- ◆ Health Insurance Plans – The City will contribute an allowance between \$800 per month (for employee only) to \$1,300 per month (employee plus two or more dependents) towards CalPERS Health Program. City also provides dental, vision plans, flexible spending account and other “perk” benefit options.
- ◆ Time Off – The City offers 11 paid holidays and 1 floating holiday annually; annual leave of 180 hours in years 1 thru 4 with cash out provision of up to 160 hours a year (must have 120 hours remaining).
- ◆ Administrative Leave – Employee is granted 80 hours per fiscal year (use it or lose it.)
- ◆ Life Insurance – Term life policy of \$100,000. Premium paid by City.
- ◆ STD/LTD Disability – Salary Continuation Plan. Premium paid by City.
- ◆ Employee Assistance Program and Annual Physical.
- ◆ Tuition Reimbursement - \$2,000 per fiscal year.
- ◆ Work Schedule - 9/80 Alternative Work Schedule.
- ◆ Auto allowance of \$200 per month for Directors.

## The Process

To pursue this desirable 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 February 18, 2022.

If you have any questions regarding this position, please contact Bill Avery at 408.399.4424 or [bill@averyassoc.net](mailto:bill@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net). For more information on the City of Port Hueneme, visit its website at [www.ci.port-hueneme.ca.us](http://www.ci.port-hueneme.ca.us).

