

# City of Capitola, California

Invites your interest in the Position of  
Finance Director



City of Capitola  
420 Capitola Avenue  
Capitola, CA 95010  
831-475-7300  
[www.cityofcapitola.org](http://www.cityofcapitola.org)

Deadline to apply: March 2, 2015 by Noon



## The Community

Capitola is a popular seaside resort community centrally located in Santa Cruz County adjacent to the Monterey Bay National Marine Sanctuary. Located less than an hour from San Jose, the Capitola community celebrates the outdoors, family, fun, and history. Capitola has a population of approximately 10,000 within its 2.5 square miles. The City is world renowned for its beautiful beach and was recently named by *Sunset Magazine* as one of the west's 20 best small towns. Capitola has the County's only enclosed shopping center, located on 41<sup>st</sup> Avenue. This is also the City's major commercial area with a mix of retail stores, auto dealers, office/professional buildings, hotels, cinemas and restaurants.

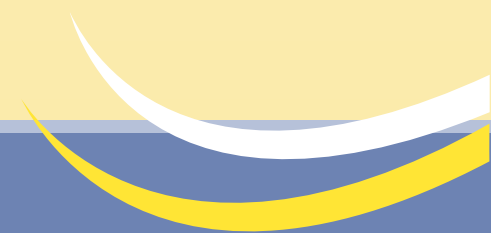
Capitola is host to many festivals, concerts, and events such as the annual Begonia Festival, Surfing Santa, and the children's Halloween Parade. The Chamber of Commerce hosts the annual Art & Wine Festival attended by thousands, a surf contest, and many holiday activities.

The City organizes the popular Summer Twilight Concert series on Wednesday nights at the Bandstand, Art in the Park, and Movies on the Beach, all of which bring the community together. There is a wide range of housing opportunities in Capitola, from quiet single-family neighborhoods to bustling apartments in the heart of the Village. The City is known for its great sense of community, which makes Capitola a unique place to live and work.

## The Organization

The City of Capitola was incorporated in 1949 and has operated under the Council-Manager form of government since 1962. The City is a General Law City with a five member Council with the members elected to four-year staggered terms. The Council annually elects the Mayor and Vice-Mayor.

The City Council appoints the City Manager who serves at the pleasure of the Council. City departments include City Administration, Finance, Community Development, Police and Public Works. The City also offers a full-service recreation program. The City Manager is supported by a very talented team of department heads. The City Manager oversees a General Fund budget of \$14.7 million. There are 61 full-time equivalent positions.

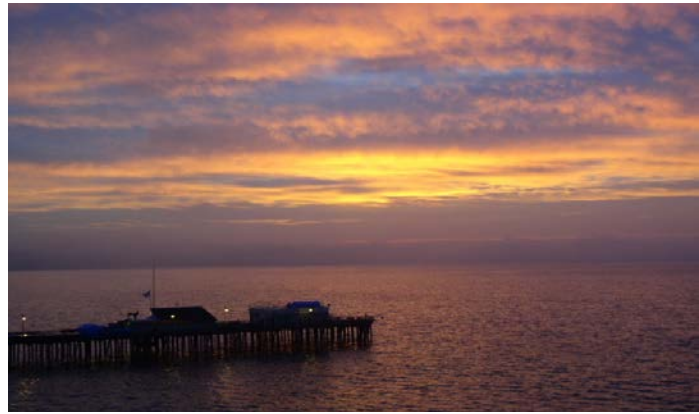


## Qualifications

A Bachelor's Degree in Accounting, Business or Public Administration, or closely related field with an accounting concentration is required. A Master's Degree and CPA are desired.

Minimum of five years experience in government finance and accounting at a high management or supervisory level. Typical duties might include: hiring & evaluating accounting and financial professional and para-professional staff; supervising other professional and/or management staff, interacting with elected and high-ranking appointed public officials; assuming overall responsibility for preparation of City budget and governmental financial reports in accordance with generally accepted accounting principles. Expertise managing multidisciplinary projects, and presenting those projects in public hearings.

Extensive knowledge of, and experience with, public sector budgets, accounts receivable, accounts payable, purchase order and payroll systems and the demonstrated ability to oversee and supervise technical and clerical staff performing those duties.



## The Position

The Finance Director for the City of Capitola is a key member of the City's executive management team and serves as the City's chief financial officer while supervising a department staff of 4. This position directs the City's accounting, reporting, payroll, internal audit, and cash management functions. In addition, the position monitors short and long term financial trends while developing the City's annual budget of \$14.7 million.

The Finance Director is also responsible for the development of financial studies which include planning, forecasting and estimating trends; finance related ordinances and resolutions. The Finance Director also serves as the chief staff representative to the City's Finance Advisory Committee.

### Major Projects will include:

- Working with Departments to define and quantify performance measures;
- Assisting City Manager with the City budget and staff development in the Finance Department;
- Working with City Manager and City Council on PERS rates;
- Working with City Council and the Finance Advisory Committee in developing fiscal management strategies.

## To Apply

If you are interested in this opportunity, please submit a City of Capitola employment application, your resume, questionnaire responses, and cover letter by Monday, March 2, 2015 by Noon.

City of Capitola  
Personnel Department  
Attn: Liz Nichols  
420 Capitola Ave.  
Capitola, CA 95010  
Phone 831-475-7300  
Email: lnichols@ci.capitola.ca.us

## Tentative Selection Process

2-1-15 Position open for application

3-2-15 Final Filing Date. Applications, resumes, questionnaire responses & cover letters must be received no later than Noon on this date.

3-11-15 Oral Board Interview

3-12-15 Interviews with top candidates.

3-16-15 to 3-20-15 Background on top candidate. During this period, the top candidate will be notified that their references will be checked. A criminal and financial history check will be conducted. A pre-employment physical is also required.

3-30-15 Tentative Hire Date

## The Compensation

The salary for the Finance Director's position is \$101,124 to \$134,844 annually depending upon experience and qualifications. The benefits include the following:

- Retirement: PERS 2.5% @ 55 for employees with less than a six-month break in PERS-qualified employment.
- Health/Dental/Vision Insurance: The City currently pays \$718 for employee, \$921 for employee + 1, and \$1,126 for employee + 2 per month under a cafeteria plan.
- Life Insurance: The City provides a \$50,000 policy + \$1,500 for each dependent.
- 457 plan available through ICMA.
- Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.
- Administrative Leave: Ten (10) days per year.
- Sick Leave: Twelve (12) days per year, with unlimited accrual.
- Holidays: Twelve (12) days per year, plus 3 personal holidays.
- Flexible Spending Account: Tax deferred employee contributions that can be applied to specified expenses (for example: child care, dependent orthodontic work, and medical expenses).





## **SUPPLEMENTAL QUESTIONNAIRE FOR FINANCE DIRECTOR RECRUITMENT**

Answers to the supplemental questions should not exceed three pages. At the top of each page include your name and the page number. Duplicate each question before responding.

The application and responses to the supplemental questions will be reviewed and evaluated prior to the next step in the recruitment process.

Please include a copy of a staff report you have written.

### **SUPPLEMENTAL INFORMATION REQUEST**

1. What role does the Finance Director play in the City Management team and over all City Management?
2. Describe one project for which you had responsibility, and of which you are especially proud.
3. Describe at least two instances when you provided solutions to a problem that were unusual or atypical. These would be examples of “thinking out of the box.”

This questionnaire is due at the same time and manner as your application packet.