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THE COMPENSATION
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- **Retirement** – CalPERS with 2.7% @ 55 formula for Classic employees with EPMC. Employees pay 8% toward the City’s contribution as cost-sharing.
- **Medical and Dental Insurance** – Provided through CalPERS.
- **Holidays** – 96 hours per year including one floating holiday.
- ** Sick Leave** – 96 hours per year with a maximum accumulation of 2,000 hours per year.
- **Management Vacation Benefit** – 100 hours per year.
- **Vacation** – 120 hours per year increasing to 200 hours after 19 years of service.
- **Auto Allowance** – $6,000 per year.
- **Electronic Device Stipend** – $75 per month.
- **Work Schedule** – 9/80 plan.

The above information is provided as a summary of benefits and does not constitute an expressed or implied contract.

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If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080
THE COMMUNITY

The City of Santa Ana is located 10 miles inland from the Pacific Ocean, 33 miles southeast of Los Angeles, and 90 miles north of San Diego. The City, which is the county seat of Orange County, encompasses an area of approximately 27 square miles and is the 11th largest by population in California with a population of approximately 341,000.

Santa Ana is truly a great place in which to live, work, and play. Proud of its rich history and cultural diversity, the City boasts an active arts and cultural community, including theaters, concert halls, a municipal zoo, the Artists Village, the Discovery Science Center, and the Bowers Museum of Art. Additionally, world-famous amusement parks and beaches are just minutes away.

The City is a place for business, the world headquarters for global players, the site of business centers serving southern California, and the small business capital of Orange County. Santa Ana is a place with a soul. This is where diversity brings people together; combining individual strengths to achieve a community in balance with economic vitality and livability.

THE CITY GOVERNMENT

Incorporated in 1886, Santa Ana, a Charter City, established a Council-Manager form of government in 1952. The City Council is composed of seven (7) members; the Mayor and six Council members, who appoint the City Manager, City Attorney, and Clerk of the Council. The City Manager is ultimately responsible for the appointment of all other employees of the City, and personally appoints the Executive Directors of the City’s agencies and the Deputy City Manager.

The City’s eleven (11) agencies provide traditional municipal services, as well as water utility, library system, 20-acre zoo, and 512-bed City Jail. The City’s fiscal year 2017-18 budget is $510 million and there are 1,167 authorized full-time positions.

THE DEPARTMENT

The Finance and Management Services Agency shares the responsibility and opportunity to contribute to the success of the organization in accomplishing the City’s vision. The Agency provides financial stewardship for the City’s resources, professional financial services to City departments, and excellent customer service to the public through its diverse divisions and sections: Accounting, Budget, Treasury and Customer Service, Purchasing, Payroll, Central Services, and may oversee Building Maintenance and Fleet and Stores Services. Although diverse in function, the divisions operate cohesively and collaboratively, in part through the inclusive and unifying efforts of the Assistant Director and Executive Director.

The mission of the Finance and Management Services Agency is to manage internal financial operations and controls at the highest level of efficiency. To that end, the Agency maintains a sound accounting system, promotes fiscal responsibility, improves processes, and sustains a dynamic fiscal structure to ensure that all resources are managed and accounted for in an effective and efficient manner.

THE POSITION

The Executive Director of Finance and Management Services serves at will and is appointed by the City Manager. The Executive Director establishes the fiscal policy guidelines that accomplish these objectives, and also provides leadership, direction, and coordination of activities for the Agency’s various divisions. The Executive Director oversees the City’s annual operating budget, which includes developing long-range financial projections and evaluating the fiscal impact of legislative initiatives and judicial decisions affecting municipalities. The Executive Director plays an integral part in strategic planning and support to internal customers, with a committed focus on fiscal responsibility, leadership, and integrity.

The Executive Director manages the development of agency goals, policies, and priorities and consults with and advises the City Manager and other City Officials regarding the formulation and implementation of plans, policies, and procedures relating to the financial administration of the City. This position is responsible for authenticating demands on department funds and supervising the record keeping of all City financial transactions. The Executive Director also monitors the account of all money paid into and out of the Treasury.

The Executive Director provides parameters and direction for managers in preparing budget proposals and oversees budget preparation and maintenance; monitors and evaluates the efficiency and effectiveness of accounting systems and service delivery methods by assessing procedures, work load, and internal reporting relationships; and identifies opportunities for improvement and directs the implementation of change.

THE IDEAL CANDIDATE

The City of Santa Ana is seeking a confident leader and skilled administrator to serve as the Executive Director of Finance and Management Services. This is an outstanding opportunity for a hands-on individual with a breadth of financial services experience and skill in strategic planning. A candidate is sought who has a history of strong leadership, in-depth financial knowledge, and the ability to work well in a team environment. The ideal candidate will exhibit an aptitude for clear, concise, and direct communication.

Qualified candidates will possess excellent interpersonal skills and a desire to build and maintain strong working relationships with the City Council, City Manager, and other department heads. A candidate with the vision and creativity to investigate innovative options and alternatives for issues faced by the Finance and Management Services Agency would excel in this position.

The ideal candidate will have the ability to identify problems and offer alternative solutions, project consequences of proposed actions, and implement recommendations in support of the future of the City. A commitment to accurate and transparent budgeting will be valued. It is expected that candidates will possess extensive knowledge of operational characteristics, services, and activities of a municipal finance agency; organization and manage-
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INVITES YOUR INTEREST IN THE POSITION OF EXECUTIVE DIRECTOR OF FINANCE AND MANAGEMENT SERVICES

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