



CITY OF

# Huntington Beach

CALIFORNIA



CHIEF FINANCIAL OFFICER





## OPPORTUNITY TO SERVE

The City of Huntington Beach is recruiting for a highly experienced Chief Financial Officer (CFO) to manage the day-to-day activities of the Finance Department. The successful candidate will be a people centered leader who is team focused and outcome driven with a strong background in all aspects of government financial management and a strong track record for providing outstanding financial services to internal and external customers.

## SURF CITY USA

The City of Huntington Beach is located on the shore of the Pacific Ocean in northwestern Orange County, 40 miles south of Los Angeles and 90 miles north of San Diego. As the fourth largest city in Orange County, with a population approximating 200,000 residents, Huntington Beach is known as "Surf City USA" due to its abundance of beaches, sunny, warm Mediterranean climate and casual lifestyle. Huntington Beach covers nearly 28 square miles of land, 26 square miles of water, and is the 24th largest city in California. With 10 miles of uninterrupted beach along the Pacific Ocean, the City also plays host to an annual visitor population of over 11 million people. Huntington Beach has consistently been named one of the "Best Cities to Live In" in Orange County by the readers of the Orange County Register.

Huntington Beach has one of the largest pleasure piers in the world and has the longest concrete pier in the State. The City's park system includes 58 public parks (including a dog park), riding stables, and the largest city-owned and operated regional park in Orange County, Huntington Central Park. Also, within the City's boundaries are five recreation centers (including a senior center), three miles of equestrian trails, two golf courses, 72 tennis courts, a marina and a protected wildlife preserve. Running parallel to Pacific Coast Highway and just steps from the ocean is an eight-mile strand perfect for biking, inline skating, jogging, or a leisurely stroll.

There are 35 elementary schools, five public high schools and one community college (Golden West College) located within Huntington Beach. The City has a world-class Central library as well as four additional branch libraries. The University of California, Irvine and two California State universities in Long Beach and Fullerton are located in close proximity.

There are over 80,000 households within the city. The median annual family household income is nearly \$85,000 ranking as one of the highest in the nation. In 2017, the median home value was approximately \$675,000.



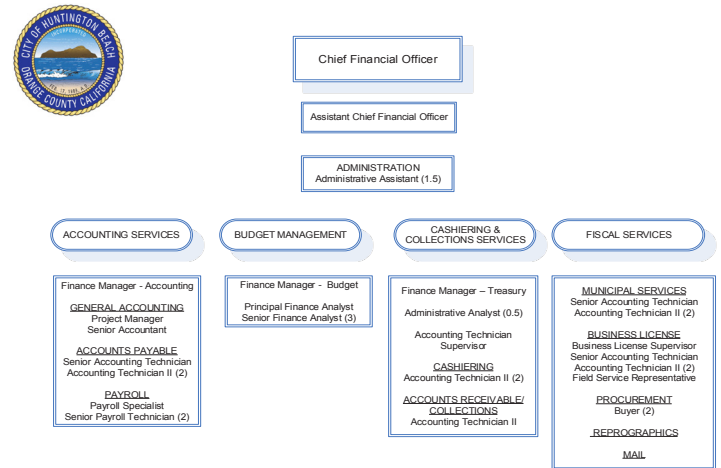
## CITY GOVERNMENT

Huntington Beach was incorporated as a Charter City in 1909 and has a Council-Manager form of government. The City Council has seven members who are elected at large, on a non-partisan basis, to four-year overlapping terms. City Council members are limited to two consecutive 4-year terms. There are three elected department heads - the City Attorney, City Clerk, and City Treasurer. The position of Mayor is filled on a rotating basis.



The City of Huntington Beach is organized into 13 departments including City Attorney, City Clerk, City Manager, City Treasurer, Community Development, Community Services, Finance, Fire, Human Resources, Information Services, Library Services, Police, and Public Works. The City has approximately 1,000 full-time employees and an all-funds total budget of approximately \$373 million.

## FINANCE DEPARTMENT ORGANIZATION CHART



### Priorities for the new Chief Financial Officer include:

- As part of becoming familiar with how the department operates, conduct assessment of how the Finance Department serves its internal and external customers, including a review of the City's and Department's financial policies and practices;
- Spend considerable time getting to know the department team, the existing culture and organizational climate;
- Develop options to address current and ongoing CalPERS unfunded accrued liabilities;
- Implement policies and processes to address SB998 requirements for water service;
- Upgrade JD Edwards, the City's enterprise financial system;
- Ensure completion of testing and implementation of the Accella Enterprise Land Management system as it relates to the Finance Department functions (business license and development fee collection);
- Develop a long-term financial plan to address the City's future capital and operational needs;
- Develop a strategy to improve and maintain the City credit ratings;
- Update the City's reserve policy to ensure long-term fiscal sustainability;

## CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) is appointed by the City Manager and reports to the Assistant City Manager. The CFO is responsible for directing the financial and central services activities of the City, which include accounting, banking, budget and research, cash collection and management, utility billing, accounts receivables, business tax management, central stores/warehouse, purchasing, reprographic and mail delivery services. The CFO coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. The new CFO will work closely with the City Manager's Office and will be directly responsible for leading a Department of approximately 33 full-time employees with an operating budget of \$6 million.

### IDEAL CFO CANDIDATE

Of primary importance, the City of Huntington Beach is seeking a municipal finance executive who embraces an authentic servant leadership style grounded in humility, and who understands and values the critical importance that people play in building a successful organization. The ideal candidate for the position of CFO in Huntington Beach should also be a selfless leader who has a deep and granular understanding of all facets related to a municipal finance department.

#### ***The successful individual will need to absolutely and authentically...***

- ...be willing to put the needs of the team ahead of any personal desires or ambitions.
- ...have a high level of emotional intelligence, and a genuine love and passion for people.
- ...demonstrate a desire to engage in the truly hard work needed for an agency to be premier.

#### ***Other key traits for our ideal Finance Director include:***

- **A relationship builder and connector.** Someone who can quickly forge strong, trusting relationships with diverse sets of people, and readily inspires others to action.
- **Leadership through consensus.** Someone who is an approachable consensus builder but is also capable of independent and decisive thought and action;
- **A keen sense of ethics.** Someone who recognizes the importance of personal and organizational integrity, and someone comfortable raising and discussing ethical issues with the goal of "doing what's right," not "being right."



- **Community oriented.** Someone able to see the strengths, assets, and potential within a community, and an individual who operates with a profound respect for understanding the aspirations and needs of the people in Huntington Beach.
- **Innovative and flexible.** Someone able to see beyond what currently exists and is constant in their pursuit of realistic game-changing breakthroughs for the Huntington Beach organization.
- **Obsessive about outcomes.** Someone who makes data-driven decisions and stays laser-focused on truly audacious goals while balancing the day-to-day needs of the organization.
- **A strategic problem-solver.** Someone able to break large problems into smaller, manageable pieces, and then works to identify trends and prioritizes solving the root cause of issues.
- **Intellectual curiosity.** Someone who is an excellent listener, and who applies strong critical thinking skills and business judgement to complex issues.
- **Self-driven.** Someone with superior written, organizational, and project management skills who follows-through on all facets of work.
- **A polished and professional demeanor.** Someone who will take great pride in representing the Huntington Beach community, and one who will serve as an ambassador for the City.
- **A sense of humor.** Someone who understands that even the best laid plans can go wrong and has the self-confidence to course-correct with humor and grace.

### ESSENTIAL DUTIES INCLUDES:

- Assists in directing the fiscal management of the City, including budget preparation and monitoring, revenue forecasting, general accounting, financial reporting, pre-auditing and internal controls, debt issuance and administration, capital financing, financial systems design, implementation and control;
- Plans, directs and coordinates the administration of the City's finance, purchasing, utility billing, business licensing, reprographic and mail services;
- Ensures that all activities are conducted in accordance with related laws, ordinances, rules and regulations;





- Assists in ensuring that the financial needs of the City are met;
- Raises funds through creative financing, bond issues, certificates of participation and lease purchase financing; evaluates alternative financing methods for all major acquisitions; supervises and controls capital financing projects;
- Advises department heads and the City Manager in the review of estimates and proposed budget allocations for the City;
- Estimates anticipated revenues; conducts fiscal analyses and submits data and reports for use in evaluating operating department proposals;
- Provides the City Manager and department heads with timely and informative financial reports and statements;
- Manages and participates in the development and administration of the Finance budget;
- Directs the forecast of additional funds needed for staffing, equipment, materials, and supplies;
- Conducts and/or oversees complex studies relating to the development of rates, fees and user charges; prepares and supervises the preparation of reports to the State Controller, County Auditor Controller and other Federal, State or County agencies;
- Selects, trains, motivates and evaluates finance personnel; provides or coordinates staff training; works with employees to correct performance deficiencies; implements discipline and termination procedures; plans, directs and coordinates work plans through subordinate level managers; meets with staff to identify and resolve problems; assigns projects and program areas of responsibility; reviews and evaluates work methods and procedures;
- Performs other related duties.



## MINIMUM QUALIFICATIONS

**Education:** Equivalent to a Master's degree from a college or university with a major in accounting, finance, business or public administration, or closely related field, and including courses in ad-

vanced accounting, auditing, cost accounting, and business law. A Certified Public Accountant credential is preferred.

**Experience:** Six (6) years of responsible financial management experience including at least four (4) years as a supervisor.

## COMPENSATION AND BENEFITS

The salary range for the Chief Financial Officer is \$168,105.60) - \$208,270.40) and placement within this range is dependent upon qualifications

The City also offers an attractive benefits package that includes:

- Retirement – The City participates in the California Public Employees Retirement System (CalPERS) under a 2.5% @ 55 Miscellaneous benefit formula for Classic Members; Members contribute the 8% employee share. New Members are under a 2% @ 62 miscellaneous benefit formula and contribute a 6.25% employee share. The City does not pay into Security; however, all employees pay 1.45% towards Medicare.
- Insurance – Health (medical/dental/vision), life, and disability insurance is provided by the City. IRS Section 125 medical and dependent care reimbursement plan (FSA) is available.
- Deferred Compensation – 457 plans available.
- Group Life Insurance – The City offers \$50,000 of life insurance coverage, with employee option to purchase additional life insurance.
- Leave – General leave— 176 hours per year for the first five years of service—in lieu of sick/vacation leave.
- Executive Leave – 80 hours per calendar year.
- Auto Allowance – \$500 per month.

## SELECTION PROCESS

The CFO recruitment is being conducted on a national basis by The Hawkins Company. The firm will review all written materials submitted and will screen and evaluate all candidates. Only those deemed qualified will advance to the next level of the recruitment process. The most highly qualified candidates will be invited to participate in an on-site interview. All questions must be addressed to The Hawkins Company.

## HOW TO APPLY

Submit a letter of interest (address to WD Hawkins) and resume electronically to [cfo.hb@thehawkinscompany.com](mailto:cfo.hb@thehawkinscompany.com) by January , 2020. Preference is for electronic submissions. Materials received by **January xx, 2020** will receive first consideration. The position is open until filled.



### THE HAWKINS COMPANY

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For additional information or confidential inquiry, please contact a member of our consulting team (The Hawkins Company).

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*The City of Huntington Beach is an Equal Opportunity/ADA Employer.*