

THE COUNTY OF SANTA CLARA

Invites applications for:

DIRECTOR, FINANCE AGENCY

The Mission of the County of Santa Clara is to build and maintain a healthy and safe community for our residents

The mission of the Finance Agency is to manage the County's accounting systems and financial resources, to maintain fiscal integrity, to enhance the County's revenue base, to preserve and provide for the public a true record of real property and vital human events, issue licenses and certifications for marriage, and maintain a public record of business and specified other names.

*We strive to be a **World Class Organization** by providing expertise and leadership in our fields and delivering high quality, value-added services to our customers with courtesy and respect.*

We continually improve our services through the optimum use of technology and systems by collaborating in countywide partnerships, and by being responsive to changing needs. We advocate employee empowerment, decentralized decision making and responsible risk taking, as they are essential for a positive future.

*We grow by providing mentoring, encouragement and learning opportunities, by communicating openly, and by **challenging ourselves to excel**. We reward and celebrate success.*



COUNTY OF SANTA CLARA

70 West Hedding Street
San Jose, CA 95110
www.sccgov.org

*An Executive Management Career Opportunity
An Equal Opportunity Employer*

THE POSITION

The Director, Finance Agency, as the chief accounting officer and ex-officio County Auditor, directs the diverse and complex financial activities of the County. This Executive Management position is responsible for performing financial and administrative planning, directs the activities of the Controller/Treasurer, Tax Collector, Department of Revenue and the County Clerk-Recorder.

Management responsibilities include establishing and maintaining appropriate administrative policies, services, structures, controls and reporting systems for the effective and efficient performance of the Agency functions; providing leadership to a diverse group of County departments including the Controller/Treasurer, Tax Collector, Department of Revenue and the County Clerk-Recorder; establishing and maintaining goals, objectives and plans for carrying out the functions of the Agency consistent with overall County goals; planning, directing, reviewing and implementing policies and procedures for all line and staff County financial activities, including general accounting, budgetary control, accounting systems and procedures, and the receipt and disbursement of monies; directing coordination of collection activities within the County; consulting and advising departmental representatives and other officials in regard to fiscal problems; appointing, supervising and evaluating Agency department heads and provides them with administrative support and services; recommending the annual Agency budget to the County Executive and assists in the presentation to the Board of Supervisors, reviewing and/or preparing complex financial reports and summaries; directing the investment of County funds within established parameters and policies and performing other related duties as required.

THE AGENCY

The Finance Agency, through its four departments, manages the County's financial systems and cash resources as well as the cash resources of school districts within the County.

- ◆ The **Controller-Treasurer Department** provides the County's central accounting, disbursement (payroll and claims), internal audit, treasury, debt financing, and property tax distribution functions.
- ◆ The **Tax Collector's Office** bills and collects property taxes, administers tax-defaulted property until disposition, processes all tax roll changes, and provides tax information.
- ◆ The **Department of Revenue** takes care of billing and collection services for major County departments, such as the Santa Clara Valley Health and Hospital System, Santa Clara County Consolidated Court, Adult and Juvenile Probation, Office of the Sheriff, General Services Agency, County Library, Office of the Public Defender, and the Employee Services Agency.
- ◆ The **Clerk-Recorder's Office** records and files documents and maps; collects transfer taxes and fees; issues passports and marriage licenses; registers births/deaths/marriages; performs marriage ceremonies; provides services related to Fictitious Business Names, Notary bonds and registration of professional agents; provides view access to documents and certificates; provides copies and extracts of same.

The agency's wide perspective and scope of responsibilities are shaped by the combined strength of its individual departments, each providing unique and highly specialized services. Its responsibilities include the central accounting, collection, disbursement and audit, treasury and debt financing functions for the County, property tax collection and distribution, as well as the recording of official and vital documents, maintenance of public records on business and specified other names, and the issuance of marriage licenses and certificates, as well as passports.

CHALLENGES AND OPPORTUNITIES

- ◆ General Obligation Bonds for Valley Medical Center Seismic Project
- ◆ Implement GASB 54
- ◆ Ensure a successful tax collection and apportionment system (TCAS)
- ◆ Teeter Financing
- ◆ Manage successfully with limited resources

THE IDEAL CANDIDATE

The qualified candidate would typically possess considerable executive-level or management experience in planning, organizing and directing diversified and large-scale financial activities. The required knowledge and abilities would typically be acquired through training and experience equivalent to graduation from and accredited college or university with a major in Accounting or a closely related field and five (5) years experience as a Chief Fiscal Officer or Assistant Fiscal Officer in a medium to large-sized organization.

Candidates should possess thorough knowledge of principles and practices of accounting, auditing and budgeting; principles and application of data processing systems; laws, regulations and ordinances concerning governmental financial activity, desirable; principles and practices of organization, administration, personnel management and labor relations and intergovernmental agency relationships.

In addition, candidates should have the demonstrated ability to plan, organize, direct and evaluate, through subordinate managers and supervisors, the work of a diverse staff providing financial and recording services; interpret, explain and apply complex regulations, laws, directives, policies and procedures; investigate and analyze difficult administrative and personnel problems and implement solutions; coordinate functions and maintain effective working relationships with other departments, agencies, organizations and the public and express ideas effectively in oral and written form.

DESIRABLE CHARACTERISTICS

- ◆ Excellent written and verbal communication skills
- ◆ Ability to manage competing priorities
- ◆ Demonstrated ability to provide strong leadership
- ◆ Proven ability to work with a diverse community and employee population
- ◆ Possesses vision and drive
- ◆ Maintain a departmental culture that demonstrates open and supportive working relationships with stakeholders
- ◆ Information technology practices and trends;
- ◆ Ability to demonstrate sensitivity and responsiveness in a complex political environment

COMPENSATION AND BENEFITS

\$176,564.96 - \$226,545.28 DOQ

Note: For salaries above a limitation imposed by federal law (that limit is \$245,000 for 2010): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit.

- \$200,000 Double Indemnity Term Life Insurance
- Annual Leave: 39 days per fiscal year
- Annual Leave "Cash-Out" Program
- 12 paid holidays
- Administrative Leave
- Vehicle allowance
- Deferred Compensation program
- Executive Relocation package
- Dental/Vision Insurance: Single and family premiums fully paid
- Health Insurance: Single Premium – Fully paid on all health plans; Family Premium – Fully paid depending on plan selected
- County contribution to the Public Employees' Retirement System for the "2.5% at Age 55" Plan
- Payment by the County of the employee's regular contribution to PERS of approximately 7%
- Employer Paid Member Contribution (EPMC) to PERS reported as part of pension benefits
- PERS retirement benefit calculation based on Single Highest Year

THE COUNTY



Santa Clara County, also referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work. The County’s population of 1.8 million is the largest in northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoying access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

Santa Clara County is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. The fertile Santa Clara Valley runs the entire length of the county from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. Today the County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country. San Jose is the largest city in the County, with a population of 1 million, and is the administrative site of County Government.

The County’s Core Values

Ethical Conduct ~ Honesty and Integrity ~ Respect for The Individual ~ Fiscal Responsibility
A Good Work Ethic that Demonstrates Individual Responsibility, Accountability and Productivity
A Commitment to Public Service ~ Diversity and Cultural Awareness

SUPPLEMENTAL QUESTIONS

Please answer the following questions and submit your responses with a completed application and resume. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

Resumes will not be accepted in lieu of required supplemental responses

The responses to this questionnaire should be limited to 2-3 pages.

For each relevant position held, please provide specific information that clearly describes:

1. Your functional areas of responsibility;
 2. The size and type of each organization;
 3. Your position within each organization and the title of the position to which you report(ed); and
 4. The number and level of staff managed; and
1. Provide detailed information regarding the breadth of your experience in the administration of complex financial functions within a large organization.
 2. Provide other relevant information that would demonstrate your qualifications for this position.

FILING PERIOD, APPLICATION PROCEDURE AND SELECTION PROCESS

It is anticipated that this recruitment will be open from **August 9, 2010 until September 24, 2010**. The filing period may be extended further or close as early as 10 days from issue date if necessary.

All qualified applications will be subject to a preliminary competitive rating to identify those candidates to be invited to the oral interview process. It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire.

If you have any questions please contact Patricia Carrillo, Executive Services at (408) 299-5897.

To apply online please go to: www.sccjobs.org
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ESA—Executive Services