



**DEPUTY DIRECTOR OF
ADMINISTRATIVE SERVICES**
(FINANCE DIRECTOR)

Annual Salary:
\$116,533 – \$160,642

Application Deadline:
Open Until Filled
First Cutoff: 5/21/21



Career Opportunity

The City of Rocklin is accepting applications for the position of Deputy Director of Administrative Services. This position plans, organizes, directs, and supervises the Finance Division of the Administration Services Department, including accounting/financial functions for the City; performs complex professional accounting work in the preparation of the budget, Comprehensive Annual Financial Report and related documents, capital asset reporting, investments, grant administration, and purchasing and financial systems; provides high-level administrative assistance to the Director of Administrative Services and City Manager; ensures that performance objectives are established and accomplished in response to the goals and objectives adopted by the City Council; and performs related duties as assigned.

The Finance Division provides guidance and oversight for all fiscal activities of the City, including:

- Accounts Payable, Payroll, Business License, and Revenue Collection
- Budget Development, Management and Treasury Services
- Debt Management
- Special District Administration
- Accounting/Financial, Audit and Regulatory Reporting
- Policy development/analysis, and recommendations which support decisions about how best to allocate and safeguard the resources available to the City.
- Oversight of the City budget (FY 2020-2021 totals \$91,240,900 across all funds) and a staff of 9 FTEs.

The Ideal Candidate

The ideal candidate will:

- Understand public service principles, municipal budgets, finance, and administrative services.
- Possess technical and analytical skills to ensure the City's financial stability.
- Be a motivational leader, coach, and mentor who is committed to staff development and leads by example.
- Assist the Director of Administrative Services in planning, managing, and coordinating administrative direction of budget, finance operations, special projects, and strategic planning.
- Possess strong interpersonal and communication skills necessary to work with all levels of staff in an environment of changing priorities.
- Be a solutions-oriented professional with high integrity with the ability to build trust and influence positive, mutually beneficial outcomes with stakeholders.
- Be a strategic thinker and bring creative solutions, while being an adept problem solver.
- Demonstrate emotional intelligence in order to appropriately adjust his/her communication style to be effective and influential; and possess the ability to work collaboratively with various stakeholders in order to identify solutions in the best interest of the City.
- Pursue internal process improvement strategies within the department.
- Possess knowledge of City operations, policies, and procedures; Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, policies, rules, and regulatory reporting requirements.

Minimum Qualifications

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, economics, business administration, public administration, or a closely related field with an emphasis on municipal finance or public accounting.

AND

Five (5) years of increasingly responsible advanced public sector accounting or municipal finance experience, including two (2) years of supervisory or management experience over professional and technical staff working in a fiscal, financial, accounting, or auditing environment.

Possession of a master's degree in the related fields above is desirable.

License and Certification Requirement

- Possession of, or ability to obtain and maintain, a valid California Class C driver license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a Certified Public Accountant license is desirable.
- Possession of a Certified Government Finance Officer certificate is desirable.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play.

Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service.

Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



Our Community



The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational system includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rate and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers such as Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moksa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range to the west. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1893 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

Benefits

Medical

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees, and the employee pays the difference.

Dental and Vision

City-paid for employee and dependents

Leave Accruals

Management Leave: Up to 80 hours per year

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA): Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic): Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

Insurance

Life Insurance and AD&D: City paid \$200,000

Long-Term Disability: coverage is 60% of monthly salary up to \$6,000/month.

Retiree Medical

The City contributes up to \$1,200 per month for post-retirement medical insurance premium costs.

How to Apply

Applicants are encouraged to apply online. This recruitment will be **open until filled with the first cutoff** being:

May 21, 2021 at 5:00pm

A complete application will need to be submitted along with responses to the required supplemental questions.

[APPLY HERE](#)

Applications will be screened against the minimum qualifications. Those who qualify may be further screened to identify the best qualified candidates.

If you have any questions, please contact the Human Resources Department at (916) 625-5050.

City of Rocklin is an
Equal Opportunity Employer.



SUPPLEMENTAL QUESTIONS

Describe your professional experience performing and/or overseeing the following functions: a) public sector accounting; b) financial modeling and forecasting; c) local government auditing, including grants management, annual financial reports, and state and federal audits; d) creating financial plans; e) managing investments, including cash management, development of policies, analysis, and reporting; and f) implementing new financial procedures and standards.

Describe how your leadership has made department or organization operations more efficient or effective?