Assistant Director of Finance
City of Camarillo, California
The Community

The City of Camarillo (approximately 70,000) is one of California’s safest and most desirable communities to live and work. Incorporated in 1964, Camarillo possesses all the benefits of a suburban-rural community with a small-town quality. Located in the heart of Ventura County at the base of the Conejo foothills and surrounded by both scenic mountains and highly productive agricultural land, residents and visitors enjoy more than 300 days of sunshine a year, average temperatures in the low 70s, and cool ocean breezes from the Pacific Ocean just 9-miles away.

With a highly educated workforce, modern industrial buildings, strong relationships with local business, and connectivity to regional transportation networks, the City of Camarillo is a preferred location for high-tech, retail and specialty businesses and higher education. As such, the City is home to numerous well known institutions and businesses including California State University – Channel Islands, the Camarillo Premium Outlets and the Camarillo Airport. In addition, the downtown district known as “Old Town” features a mixture of stores, restaurants, and locally owned businesses.

Delivering quality and cost-effective services, the City is known for its responsiveness to the community. In support of, and in response to residents, businesses, and visitors alike, the City of Camarillo has exceptional recreational facilities, infrastructure, community engagement, and conservative fiscal management. A few of the City’s major attractions include the Camarillo Ranch House, Camarillo Art Center, a 55-acre sports park, and community events such as Concerts in the Park, Farmers’ Market, Christmas Parade and the Camarillo Air Show.

For more information about the City of Camarillo, please visit www.cityofcamarillo.org.

The Organization

Two of the many great attributes of the City of Camarillo are its current and historical organizational and fiscal stability. The City is a well-functioning team of long-term staff and City Council members committed to serving the public, excellence, professionalism, and responsiveness. The City has an established and well deserved reputation for being collaborative, thoughtful, deliberative, interdepartmental, and a transparent manner for delivering quality services, serving the public, achieving City goals and objectives, and providing an excellent quality of life for its residents.

Under the leadership of City Manager Greg Ramirez, in collaboration with the entire team of 156 excellent and committed staff, the City services are provided through the departments of the City Manager’s Office, City Clerk, Community Development, Administrative Services, Finance and Public Works. The City additionally maintains contracts for library services, public safety, building and safety, and a variety of Public Works services. Citywide expenditure/uses of funds for 2024-2025 is $160.5 million.

Finance Department

The Finance Department is responsible for the management of the City’s daily financial operations, providing assistance to the citizens, and financial and budgetary support and guidance to all City Departments and the City Council. The Department manages the City’s investment portfolio, provides ongoing analysis of City revenues, and forecasts and manages cash to ensure adequate liquidity for expenditure requirements. The 18 members of the Finance Department team comprise the department’s three divisions:

Budget and Purchasing Division – This division is
The Finance Department is reviewing their current processes and looking for new and innovative ways to improve efficiencies and services, both internally and to the public. Some of their current projects include: new contracting for business licensing services; evaluating services for centralizing purchasing to Finance and for outsourcing and decentralizing accounts payable invoice processing to other departments; upcoming review of water and sewer rates; comprehensive review of City user fees, outsourcing check signing and mail payment processing functions, and implementation of a new Advance Metering Infrastructure (AMI) system.

**The Position**

The City of Camarillo is seeking a seasoned professional with the skills and experience to serve as the Assistant Director of Finance. The Assistant Director of Finance is a co-manager to the Director, responsible for managing the day-to-day operations of the department’s three divisions and their staff, overseeing special projects, and managing and coordinating the City's Capital Improvement Program with other departments. As such, it is important that the successful candidate has the technical skills, financial acumen, and knowledge of the intricacies of governmental accounting, budgeting, audit preparation and coordination, familiarity with the legislative requirements and restrictions of the City’s various funding sources, bond financing and forecasting. The Assistant Director is responsible for the coordination and completion of the City’s ACFR and audit, preparation of the Budget in compliance with CSMFO and GFOA guidelines, utility rate and user fee updates and associated staff reports and presentations, review and development of City fiscal policies and training for compliance with those policies, and development of department staff.

The Assistant Director of Finance must be a positive, forward-thinking leader. The ideal candidate should be an experienced and trustworthy supervisor, and a thoughtful coach and mentor. They must be approachable, with excellent communication skills. They should possess the technical knowledge to navigate various complex accounting issues. The ideal candidate must be supportive of staff, fostering a culture that encourages the training and development of the overall team. As a department leader they must be confident in their decisions, provide clear direction, and proactively solicit feedback and new ideas.

The Assistant Director must be a collaborative and skilled relationship builder, with a proven track record for working closely and collaboratively with other city departments to find and facilitate solutions to ensure the successful completion of City Council goals and objectives. The successful candidate will need to be a resourceful and strategic thinker, with the ability to manage priorities and advise the Finance Director on a wide range of projects. As a main interface for the department, the Assistant Director serves in the absence of the Director, and as a representative to the Investment Committee, Finance Committee and the City Council as needed.
The typical background and experience for serving as Assistant Director of Finance includes the equivalent to the completion of a bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or related field and six (6) years of experience in accounting, finance, or related field, including three (3) years of administrative and supervisory responsibility. A Master's Degree is desirable. CPA designation is desirable.

**Compensation and Benefits**

The annual salary range for this position is currently $143,746 - $215,619. The appointment and salary will be made based upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

**CalPERS Retirement (“Classic” members):** 2% at 55, full City paid employee contribution; “PEPRA” members: 2% at 62, employee contributes 8.25% of salary.

**Defined Contribution 401a plan:** City contributes 7% of salary.

**Health Insurance:** City contributes $157 per month towards a selection of plans; coverage is effective the first of the month after date of hire.

**Flex Benefit/Cafeteria Plan:** $2,538 per month that may be applied toward health insurance premiums; unused money may be taken as cash, payable twice a month.

**Dental/Vision Insurance:** City pays premium for employee and dependents; coverage is effective the first of the month after date of hire.

**Short/Long Term Disability:** City pays premium for employee.

**Auto Allowance:** $200 per month.

**Life Insurance:** City pays premium for standard policy (1x salary, plus $5,000, rounded up to next increment of $5,000, maximum policy amount of $200,000)

**Vacation, Management, Sick, and Holiday Leave.**

*The City does not participate in Social Security.*

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**Search Schedule**

- **Filing Deadline:** August 2, 2024
- **Preliminary Interviews:** August 5 – 16, 2024
- **Recommendation of Candidates:** August 21, 2024
- **Finalist Interview Process:** August 27 and 29, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

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**The Recruitment Process**

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Tara Schultz at 626-644-1398 or 866-912-1919, if you have any questions regarding this position or the recruitment process.