Finance Director

City of Piedmont, California

Peckham & McKenney

“All about fit”
**The Community**

The City of Piedmont is a primarily residential 1.7 square mile Charter City. Residents are civic minded, and embrace traditions, while also looking for new opportunities to innovate and grow together as a community. With approximately 11,000 residents, the City is located in the beautiful Oakland Hills, overlooking the San Francisco Bay. Aptly named “Piedmont,” or “foot of the mountain,” its most distinct features are gardens, bridges, parks, and schools that create a special sense of place. In 1907, residents voted to incorporate it as the City of Piedmont, and in 1923 the City became a Charter City.

Today, ambitious efforts are underway to usher in Piedmont’s vision for the future. Accessible and participatory government are centerpieces to the City’s approach. Work is currently underway for a comprehensive plan to support housing, community development, and major infrastructure projects. Practicing good governance, advancing Piedmont’s quality of life, becoming a more diverse, inclusive, welcoming community and addressing the regional housing crisis are priorities.

Extraordinary and generous residents are the heart of Piedmont. Residents partner with the City team to deliver community events throughout the year. The 4th of July Parade and Harvest Festival are cherished long-standing traditions, alongside new celebrations that look to intentionally expand the City’s reach in different ways. In recent years, 50 volunteers came together to envision and plan the City’s newest cultural celebration. “FoodFest” has attracted more than 1,500 attendees and interest from all over the East Bay. This kind of community spirit infuses enthusiasm for all aspects of civic life in Piedmont. To learn more about this dynamic city, please visit the City of Piedmont website at [www.piedmont.ca.gov](http://www.piedmont.ca.gov).

**The Organization**

Piedmont is a full-service Charter City operating under a City Council/Administrator form of government. Five Council members are elected at-large on a nonpartisan basis to staggered, four-year terms. Elections are held concurrent with the stateside general election in November of even-numbered years. Following each election, the City Council elects a mayor and vice mayor from among its members. Under the City Charter, a Council Member may be elected for no more than two consecutive four-year terms. The City of Piedmont is served by a variety of skilled volunteer commissions and committees appointed by the City Council. These include the Civil Service, Park, Planning, and Recreation Commissions; the Police and Fire Pension Board, and the Budget Advisory and Financial Planning, City-School Liaison, and Public Safety Committees.

All department heads are appointed by the City Council upon recommendation of the City Administrator. Department heads are directed by and serve at the pleasure of the City Administrator. The City employees 99 full-time employees and has a total operating budget of $39.4 million. Piedmont relies primarily on property tax revenue and is fiscally sound. The City values fiscal responsibility, budgets conservatively and staffs accordingly. The City targets a General Fund Reserve of 18% of operating expenditures. Piedmont has an outstanding team of public servants that pride themselves on delivering quality and customer-focused services to the community. The City’s skilled and professional leadership team enjoys a collegial and supportive culture.

**The Division/Department**

The Finance Division falls within the City Administrator’s Office, and is comprised of four staff members. The Finance Director oversees the City Accountant, Administrative Services Technician II, and a Human Resources Administrator.

The Finance Division is responsible for the internal financial operations of the City, which includes accounts payable and receivable, payroll, investment of city funds and, most importantly, preparation of the annual budget under the direction of the City Administrator.
The Successful Candidate

The successful candidate will be a “hands-on” working Finance Director with proven technical expertise in the areas of accounts payable and receivable, payroll, investment of city funds, procurement and, most importantly, preparation of the annual budget. This career opportunity is ideal for finance professionals who are comfortable working in a “highly” spirited community and engaging with residents via the Budget Advisory & Financial Planning Committee and other resident advisory boards. Applicants who exhibit political acumen, possess a balance of technical and soft skills, thrive in a dynamic, fast-moving environment, work well with small teams, are creative thinkers who thrive at transforming core functions to make them more efficient, understandable, and accessible will make the strongest candidates.

A combination of education and experience for this position includes a Bachelor’s Degree in Finance, Accounting, Economics, Business or Public Administration, or a related field, and three (3) years supervisory or administrative experience in municipal finance and accounting.
**Compensation and Benefits**

The salary for this outstanding opportunity tops out at $213,852. In addition, the City offers an attractive benefits package, including:

**Retirement:** The City participates in the California Public Employees’ Retirement System (CalPERS) with a 2% at 60 formula for Classic members with 7% employee contribution and 2% at 62 for new PEPRA members with 7.75% employee contribution. The City also participates in Social Security.

**Deferred Compensation:** Voluntary 457 Pre-Tax & After-Tax plans available for employees.

**Medical Plan:** The City offers health insurance through CalPERS and contributes a generous amount towards the premium, up to the family rate.

**Dental:** Delta Dental Premiere, with orthodontia @ $5,000 lifetime maximum, premium fully paid by the City.

**Vision Plans:** VSP, with the ability for an annual exam and glasses. Premium fully paid by the City.

**In-Lieu Medical:** Employee may elect to receive $500 cash per month.

**Medicare:** Employee contributes 1.45% with employer match.

**Holidays:** 12 paid holidays plus 1 floating holiday per calendar year.

**Sick Leave:** 15 days per year, accrued at the rate of 9.38 hours per month.

**Vacation:** Starting at 15 days per year (increases with years of service).

**Personal Leave:** 8 days per year.

**Bereavement Leave:** Up to 3 days with pay.

**Life Insurance:** Provided coverage up to 2x annual salary.

**AD&D Insurance:** City Paid.

**Flexible Spending Plan:** Set aside pre-tax funds for dependent care & out-of-pocket health care expenses.

**Professional Development Reimbursement:** Up to $3,000 per fiscal year.

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

**Employee Assistance Program:** City offered up to 10 counseling sessions per issue, each year.

**Additional Benefits:** Children of full-time City Employees are eligible to attend schools in the Piedmont Unified School District, Piedmont Recreation Department Preschool Program, Schoolmates Programs, and PRD Summer Camps at no charge.

*The City of Piedmont is an Equal Opportunity Employer.*