City of Concord, CA

Budget Officer
THE COMMUNITY

Concord, California is located 29 miles east of San Francisco, adjacent to Mt. Diablo. With 122,000 residents, it is the largest city in Contra Costa County, covering 31.13 square miles. Neighborhoods are important to the City's family-oriented lifestyle, which balances Concord's gracious early California heritage with well-planned development. Concord offers a range of housing options and prices, from apartments to executive residences. Quiet neighborhoods, numerous parks and large preserves of open space add to the quality of life for all residents. A significant number of major corporations and technology-based companies have chosen to locate in Concord, citing a well-educated workforce, convenient location and employee amenities as driving factors.

A full range of academic offerings is available from preschool to graduate study and adult education. The Mt. Diablo Unified School District along with private and parochial schools provide education for adults in grades K-12. California State University, East Bay, and other colleges offer undergraduate, graduate and certificate degree programs in Concord.

A dynamic business core, regional shopping centers and a vibrant, entertainment-driven downtown have created a growing and sustainable economy. Downtown Concord offers many opportunities for dining, shopping and entertainment as well as a thriving environment for business. Historic Todos Santos Plaza, the focal point of the downtown, is the community gathering place for special events such as the Farmer's Market, Music & Market Series, and holiday celebrations, as well as a wonderful outdoor space to enjoy.

Concord is one of America's top 20 “Kid Friendly” suburban cities with nationally-recognized youth programs and a Recreation After-School Program (RAP) for middle school students. Families enjoy a wealth of recreational options from golfing and hiking to youth and adult sports leagues. Named Tree City USA for 29 years, the City of Concord has long been known for its extensive park system offering something for everyone from toddlers to active seniors. The City has 31 parks consisting of 367 acres of developed parkland. Concord and the surrounding Mt. Diablo foothills boast 685 acres of open space for Concord families to enjoy. Trails for hiking, biking and equestrian uses wind through Concord and connect to existing regional trail networks, including those in Mt. Diablo State Park.

CITY GOVERNMENT

The City operates under a Council/Manager form of government. Five members of the City Council are elected at-large to overlapping terms of four years and select one of their members annually to serve as Mayor. The City Council is the legislative body responsible for the overall policies and direction of the City. The City Council appoints the City Manager and City Attorney. The City Treasurer is directly elected. The City's total FY2012-13 operating and capital budget of $151 million reflects a regular full-time staff of approximately 387. Through long-range planning and a forecasting methodology, the City has the ability to project and plan for its financial needs, and responds quickly to new challenges. Concord provides an extensive array of services including police, community and economic development services, maintenance, parks and recreation, along with internal management support services. The City also owns and contracts for the operation of the Diablo Creek Golf Course and the nationally recognized Sleep Train Pavilion where many well-known entertainers perform. Most recently, the City Council, sitting as the Local Reuse Authority, adopted a Reuse Plan for the Concord Naval Weapons Station (CNWS) area. The CNWS area is approximately 5,170 acres or approximately 8 square miles.
FINDANCE DEPARTMENT

Concord’s Finance Department has all the traditional responsibilities of municipal finance including budget development and oversight, accounting, financial planning and reporting, auditing, accounts payable/receivable, purchasing, as well as revenue and debt management. Like all other City departments, Finance is engaged in a variety of special projects on an ongoing basis. The Finance Department is supported by a staff of 18. The Budget Officer reports directly to the Finance Director and also maintains a close working relationship with the City Manager’s Office.

THE IDEAL CANDIDATE

The ideal candidate will be an expert in public sector budgeting and finance who is driven by a strong commitment to service. A track record that reflects a deep understanding of his/her customers’ lines of business and serving as a valuable partner to internal stakeholders will be expected. He/she will have a strong team orientation and be highly functioning in a collaborative working environment.

The ideal candidate will have superior interpersonal skills and possess the ability to work effectively across departmental lines and maintain a close working relationship with the City Manager’s Office. Recognized for his/her exceptional technical expertise, he/she will also possess outstanding communication skills and display a high comfort level interacting with and presenting to a variety of audiences. The ability to explain complex financial data in understandable layperson’s terms will be carefully evaluated.

Impressive critical thinking skills will be expected. A history of making thoroughly researched and analyzed decisions along with the proven ability to help facilitate sound decision making among leaders and policymakers is highly desirable. The ideal candidate will have the capacity to think “big picture” while simultaneously exhibiting a healthy appreciation for details and respect for their accuracy.

The individual selected will also be an outstanding role model with a history of uncompromising integrity. The ideal candidate will be an innovative professional who derives satisfaction from identifying and designing solutions applicable to diverse problems and situations. The ability to contribute in meaningful and non-traditional ways that help advance an organization through unchartered circumstances will be expected.

Current or previous public sector experience in the majority of the following areas is required: preparing organizational or departmental budgets; producing budget documents that meet GFOA and CSMFO standards; guiding “customers” in the budget process; educating internal and external stakeholders regarding the budget process; facilitating or leading budget review teams; participating in special projects; developing and presenting long-range financial plans and projections; developing, monitoring, refining and reporting on performance measures; preparing customized financial reports to assist managers and leaders; developing, improving and updating policies and procedures; managing and coordinating staff and consultants; reviewing and approving expenditures; assisting with technological upgrades; and monitoring financial data collection systems. Experience developing and monitoring budgets with multiple funds, including capital improvement project budgets is desirable.

Any combination equivalent to the experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require six (6) years of experience in finance, budgeting, or accounting, which includes at least two years as a Financial Analyst or Senior Administrative Analyst for a major department or equivalent. A Bachelor’s degree in public or business administration, accounting or related field is also required. A Master’s degree or CPA license is preferred. Experience serving a municipality will be considered favorably.
The salary range for the Budget Officer goes up to $123,481 (this reflects 5% furlough reduction program) and is supplemented by an attractive benefits package that includes but is not limited to:

**Health Insurance** – City provides PERS Health, which includes a variety of plans from which to choose. Concord currently pays 94% of the Kaiser premium for employees and their eligible dependents. Cash benefit may be paid in lieu of coverage if candidate has coverage from another source. Employees contribute 50% of annual health benefit adjustments.

**Dental & Vision Insurance** – Employees and eligible dependents are covered by a dental plan that includes orthodontics. The City pays premiums for employees and their eligible dependents. Vision plan is available.

**Retirement Program** – CalPERS 2% @ 55 formula based on one-year final compensation. Employees contribute 5% of their salary towards retirement program. Concord offers Employer Paid Member Contribution (EPMC) as part of final retirement compensation.

**Vacation & Sick Leave** – Vacation accrues at the rate of 15 days during the first year of employment and increases to 27 working days after 20 years of service (cash out only upon termination). Sick days are accrued at 12 days per year with no limit on accumulation.

**Admin Leave** – Executive and management employees may be granted up to 10 days per fiscal year.

**Social Security/Medicare** – Concord participates in the federal Social Security and Medicare programs.

**Life Insurance** – City-paid benefit; coverage at twice annual salary up to $400,000.

**Long and Short-term Disability** – Long and short-term disability protection is provided by City.

**Pre-tax Savings Benefits** – Section 125 Flexible Benefits Plan is available.

The closing date for this recruitment is **midnight on Sunday, October 28, 2012**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the “Apply Now” feature at: www.tbcrecruiting.com

Following the October 28th closing date, resumes will be screened in relation to the criteria articulated in this brochure. Candidates with the most relevant qualifications will be granted preliminary interviews by the consultants immediately following the closing of the recruitment. Those individuals deemed to be the best qualified will be invited to participate in additional selection activities in Concord in November. An appointment is anticipated shortly thereafter following the completion of thorough background and reference checks, and pre-employment medical exam and drug screening.

*The City of Concord is an Equal Opportunity/Veteran’s Preference Employer. The provisions of this brochure do not constitute a contract, express or implied and any provisions contained in this brochure may be modified or revoked without notice. It is a policy of the City to refuse to consider a person for a position whenever that person’s relationship to an employee, elected or appointed official, or member of a board or commission has the potential for creating adverse impact on supervision, safety, security, or morale, or involves a potential conflict of interest.*