



THE CITY OF HUGHSON

INVITES YOU TO APPLY FOR
THE POSITION OF

DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES



To apply visit our
website at :
www.hughson.org

Deadline for Filing:

Until Filled

Vision Statement – “To preserve Hughson’s unique spirit, heritage and character, while creating an undeniably great place to be.”

ABOUT THE CITY OF HUGHSON

The City of Hughson is a small (approx. 7,498) but prospering agricultural community nestled in the heart of California's Central Valley. Although Hughson is a growing community, it still maintains the unique small hometown feel that long time residents have always associated with the City.

The City of Hughson was incorporated as a General Law City on December 9, 1972. The City is governed by a five-member City Council, and Council Members are elected at-large.

The operating budget for Fiscal Year 2022-2023 is \$18,095,576. The City operates with the support of 17 full time staff in the delivery of sewer, water, and general government services. Fire service is provided by the Hughson Fire Protection District and police service is provided through a contract and partnership with the Stanislaus County Sheriff’s Department.

The City of Hughson is focused on building upon the successes of the past while learning from challenges previously faced. The City of Hughson is dedicated to enhancing the quality of life for residents by recognizing its agricultural heritage and maintaining the small town atmosphere. The City is also committed to providing a high level of public services, maintaining economic vitality and retaining the distinctiveness of the community through partnerships with other government agencies, non-profit organizations, businesses and local community groups.

THE POSITION

The City of Hughson is seeking to fill the position of Finance and Administrative Services Director. This position is the department head level class which oversees all functions and operations of the traditional Finance and Administrative Services Departments and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting, investment and information services operation, human resources and risk management program, and oversight of all agenda management, city clerking functions and information technology. Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical and office support personnel.

QUALIFICATIONS

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills and ability necessary for the Director of Finance and Administrative Services. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive professional experience in financial or business management, including at least three years in an administrative or supervisory capacity.

Equivalency to a bachelor’s degree in accounting, business administration, finance, public administration or related field is required. A master’s degree is desirable.

Possession of, or ability to obtain, a valid Class C California driver’s license.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

Accepts full responsibility for all Finance and Administrative Services Department activities and services, including budgeting, general accounting, auditing, payroll processing, utility billing, business licenses, personnel, purchasing, risk management, agenda management, clerking and information technology.

Plans, develops and implements departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

Plans, directs and coordinates the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.

Directs and participates in all financial management and information system activities; manages and coordinates the City's investment portfolio, administers debt financing programs and secures tax-exempt and other types of financing; reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of a specific studies, fiscal and budgetary analyses and projections.

Serves as liaison with federal, state, regional, county, city and special district agencies; provides responsible and complex staff support to the City Council, City Manager and Department managers; develops recommendations for policies, laws, ordinances, resolutions and programs.

Prepares, manages and administers the development of the citywide and Finance and Administrative Services budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plan, organize and develop the City's annual operating and capital improvement budgets.

Serves as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making.

Attends and participates in professional and community meetings; stays current on issues relative to the field of finance and administrative services; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.

THE IDEAL CANDIDATE WILL POSSESS

- **Effective leadership qualities** that inspire a dedicated staff, team of professional consultants and key partners.
- **Outstanding communication skills**, both written and oral, and the ability to communicate effectively with personnel, community, labor union and legislative bodies.
- **Demonstrated expertise as a self-directed problem-solver** with high standards for quality and a strong commitment to public service.
- **Exceptional organizational skills**, including the ability to prioritize tasks and accomplish multiple projects simultaneously, take prompt action to achieve objectives as well as identify issues as they arise and address them proactively.
- **Proven ability to work cooperatively and collaboratively** with management, staff, City Council, commissions, partners and the public.
- **Strong foundation** in accounting (Generally Accepted Accounting Principles) and auditing (Audit Planning and Standards).
- **Professional experience in the areas** of public finance and budget management.
- **Ability to assess and evaluate** internal processes and controls and make continuous improvement.

COMPENSATION AND BENEFITS

\$9,359.88 – \$11,375.78 MONTHLY

\$112,318.56 – \$136,509.36 ANNUALLY

(2% ANNUAL INCREASE on July 1, 2023 to \$114,564 – \$139,253.16)

- Participation in the Public Employees Retirement System at 2.7% @ 55 for Classic members (PERS 2.0% @ 62 for new members).
- Employer contribution up to \$1,650 per month for medical coverage and 100% employer paid dental and vision coverage. *Opt-out option:* If employee waives medical coverage, the employee shall be paid \$500 per month in additional taxable compensation, upon verification of other health insurance.
- Life Insurance at \$50,000
- 11 paid holidays and 2 floating holidays
- 8 hours of sick leave monthly
- Vacation accrual of 8 hours monthly (less than 5 years), 11.32 hours (5-9 years), 14 hours (10-14 years), and 16 hours (15+ years)
- \$50 match for Deferred Compensation Plan
- Remote work flexibility

** The City does not participate in Social Security**

Deadline for Filing:

Apply Immediately

Open Until Filled

**Submit Application, Resume &
Cover Letter to:**

Merry Mayhew, City Manager
7018 Pine St./PO Box 9
Hughson, CA 95326