



Finance DIRECTOR

Town of Los Gatos





The Community

The Town of Los Gatos (population 33,000) is nestled at the base of the Sierra Azules, and is located approximately 60 miles south of San Francisco, in the south-western portion of Santa Clara County where the Santa Clara Valley meets the lower slopes of the Santa Clara Mountains. Los Gatos is bounded by the City of San Jose to the north and east; the City of Campbell to the north; the cities of Monte Sereno and Saratoga to the west, and unincorporated County of Santa Clara to the south.

Los Gatos encompasses a wide variety of terrain, ranging from flat topography at the edge of the valley floor to densely wooded hillsides. Both the valley and hillsides are interspersed with creeks, streams, and riparian habitat. The sharp contrast between the valley floor and the hillsides provides the Town's picturesque background.

The Town originally developed at a distance from other population centers and therefore evolved as an independent community, having residential, commercial, and industrial areas. The economy of the Town has changed from the wheat farming, milling, logging, orchard, and cannery businesses in the 19th and early 20th centuries, to the high-tech, retail, services, and visitor destination businesses of today. The railroad also played a significant role in the growth and development of the Town.

The climate and easy access by rail from San Francisco made Los Gatos an early tourist destination. Today, the Town is situated within the largest metropolitan area of northern California and is closely

tied to Silicon Valley and its fast-paced economy. Los Gatos; however, retains a mix of residential, commercial, and light industrial uses, remains an attractive destination for visitors, and continues to retain its small-town community connections.

Los Gatos prides itself as a self-contained community. Over 3,000 businesses serve the residents and act as a destination point for visitors who enjoy its restaurants, hotels, and variety of shops within a pedestrian oriented downtown setting. The Town is also an inclusive community with a mix of ages, family sizes, and incomes. Los Gatos has many parks and greenbelt areas, as well as vibrant downtown area. Downtown Los Gatos is listed on the National Register of Historic Places and is the model of what many cities strive to achieve in a business district.

The Town of Los Gatos

The Town of Los Gatos is a general law city operating under the Council-Manager form of government. The five members of the Town Council are elected at large to four-year over-lapping terms. The Mayor and Vice Mayor are selected by the Council on an annual basis. The Town Council enjoys a high level of civility and a collaborative relationship between Council members and Town staff.

The Town Council appoints the Town Manager to be the executive head of Town government. Among the staff reporting directly to the Town Manager are the Assistant Town Manager, Chief of Police, Community Development Director, Parks and Public Works Director, Library

Director, Finance Director, and Human Resources Director. The Town Attorney is appointed by and reports to the Town Council.

The Finance Department

The Finance Department manages the Town's financial affairs including preparation and oversight of the Town's annual budget and financial statement audits and reports, investment activities and reporting, accounting, financial forecasting and debt management, procurement process oversight, business license administration, payroll and accounts payable, accounts receivable, revenue collection, and oversight of the Town's financial operating system. The Finance Director is a member of a collaborative and supportive executive team that is dedicated to delivering outstanding service to both internal and external customers.

Reporting to the Town Manager, the Finance Director provides staff support to the Town Council, the Town's recently created Finance Commission and the Pension and Other Post-Employment Benefits (OPEB) Trusts Oversight Committee. With the planned implementation of new Enterprise Resource Planning (ERP) software, the Finance Director will play a key role ensuring efficiencies and accountability in this new integrated finance and human resources system, including automation and an on-line portal for the business license process. The Department is supported by an annual FY 2021-22 Department budget of \$1.6 million and seven hard-working, collegial staff members.





The Ideal Candidate

Los Gatos seeks an experienced and knowledgeable municipal finance professional who thrives in a strong team environment. This highly regarded candidate will be respected for their technical expertise and leadership style, as well as their ability to generate creative solutions that advance the policy goals of the Town Council. Demonstrated success developing credible financial forecasts, defensible long-term projections, and strategic thinking to guide the organization is expected. The ideal candidate will have the demonstrated ability to plan, organize, anticipate, and articulate emerging financial trends and issues and recommend viable options to ensure the Town remains in a solid financial position. In addition, the successful candidate will implement for best practices that result in maximized efficiency, lower costs, and high-quality work products. The selected candidate will have the ability to quickly establish credibility and gain the confidence of staff, Town leadership as well as the community.

The ideal candidate will be a resilient leader known for their collaborative style, strong relationships, and accessibility to the public and colleagues. A hands-on and inclusive manager, the candidate will value diverse opinions and welcome input to ensure the best possible solutions. In addition, this strategic and solutions-oriented individual will be inclined towards modernization, encourage continuous process improvement, and remain current on industry trends and innovations. To be successful, the

candidate will be able to anticipate issues, develop an intimate understanding of customer needs, and generate innovative options for consideration. Analytical and appropriately detail oriented, the selected candidate will be proficient at identifying critical issues and resourceful in crafting feasible solutions to propose to colleagues and decision makers. With the planned implementation of new ERP software, the successful candidate will also be adept at managing the change and transformation required of a nimble contemporary Finance Department.

An exceptional communicator with effective presentation skills, the ideal candidate will be comfortable engaging regularly with the community, elected, and appointed officials. This knowledgeable leader will be able to communicate complex financial information in an understandable manner tailored for intended audiences. Working with a highly educated and engaged community, the new Director will exhibit a calm and confident demeanor and be comfortable making community presentations and responding to inquiries regarding the Town's financial condition. This individual will also have strong written communication skills composing important communication documents including the Annual Comprehensive Financial Report, Five-Year Forecast and the Operating and Capital Improvement Budgets.

The ideal candidate will be an approachable manager who motivates and develops staff and can easily delegate and engage employees in advancing the Town's goals. The

successful candidate will work with staff to streamline and modernize business processes that ensure timely and accurate information is provided in the most cogent manner possible. As a respected role model, they will exhibit impressive technical skills and a notable customer orientation with the ability to develop productive relationships. Through this leader's mentoring and investment in staff development, the Finance team will enhance its reputation for providing reliable information and outstanding customer service.

The ideal candidate will have sufficient years of progressively responsible experience supervising professional staff and managing complex financial operations with experience involving budgeting, financial analysis, and accounting in a public-sector agency. Depth in accounting will be considered favorably. With the upcoming implementation of a new financial system, experience optimizing major technological enhancements will help to ensure a smooth transition. An educational background including a Bachelor's degree in Accounting, Auditing, Business Administration, Public Administration, or a related field is expected, and a Master's degree and/or CPA is highly desirable. In addition, relevant finance credentials such as Government Finance Officers Association Certified Public Finance Officer (GFOA CPFO) and Association for Finance Professionals Certified Treasury Professional (AFP CTP) or other credentials are also desirable.

Compensation & Benefits

The salary range for this position is \$160,419 - \$216,565. Placement within the range will be depending on qualifications and experience. In addition to salary, Los Gatos offers a competitive benefits package that includes, but is not limited to:

Retirement

Public Employees' Retirement System Classic Tier 2 members - 2% @ 60 plan; Tier 3 (new members) 2% @ 62 plan. Los Gatos does not participate in Social Security, except the required Medicare.

Healthcare

The Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage; employees may waive coverage and receive cash-in-lieu up to \$400 per month.

Income Protection

\$50,000 Town-paid term life insurance coverage; short-term and long-term disability insurance.

Vacation

Up to 25 days accrual per calendar year (maximum balance of 500 hours); eligible for cash out 2

times per year and at separation. Consideration for prior years of service in local government will be used in determining accrual rate.

Management Leave

Up to 5 days per year, as authorized by Town Manager.

Personal Leave

48 hours per year.

Sick Leave

12 days accrual per calendar year.

Holidays

10 days per calendar year plus one floating holiday to be used by June 30, 2022.

Section 125 Flexible Spending Accounts

Voluntary pre-tax employee contributions up to \$2,650 per year for health care expenses and up to \$5,000 per year for dependent care expenses.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is just prior to midnight on Sunday, February 6, 2022. To be considered for this opportunity, upload a cover letter, resume, and list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB & CO.

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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview with Los Gatos representatives in late February/early March. A smaller group of candidates will be invited to participate in follow-up interviews and meetings. The Town anticipates making an appointment shortly thereafter following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

