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EXECUTIVE SEARCH

Director of Finance
CITY OF AGOURA HILLS, CALIFORNIA

THE COMMUNITY

As the gateway to the picturesque Santa Monica Mountains National Recreation Area, the City of Agoura Hills is one of the nicest and safest cities to live and work in. With approximately 21,000 residents and conveniently located adjacent to the 101-transportation corridor, the City has direct access to cities and coastal communities throughout California. Agoura Hills is recognized for its family orientation, wonderful residential neighborhoods, superb schools, and managed growth. Residents and businesses alike enjoy the City's parks and open space; commercial and retail business environment; suburban character; high level of municipal services, public engagement and transparency, professional management, and regional partnerships.

The City of Agoura Hills was incorporated in 1982 and is committed to the preservation of open space, high quality of life, vibrant business community, and environmental sensitivity as illustrated within its mission statement.

"We are a city steeped in a rich historical past through which we have emerged as a vital, prosperous community committed to excellence, innovation, and sound fiscal policies. Our neighborhoods are safe, healthy, and as unique as the individuals who inhabit them. We believe the City's greatest asset is our people and we welcome the involvement of all those who live and work in the City of Agoura Hills to partner with us in making this community one of excellence. We are committed to preserving the unique character, historical and rural fabric, and environmental beauty that defines Agoura Hills to its residents. We will accomplish this through the values of Service, Integrity, Positive Solutions, and Cooperations."

For more information about the City of Agoura Hills, please visit www.agourahillscity.org

THE ORGANIZATION

The City of Agoura Hills operates under a Council/Manager form of government. The five-member City

Council is elected at large and annually appoints one of its members to serve as Mayor for a one-year term. The Council appoints the City Manager to oversee the City's day-to-day operations and services. For the delivery of services and accomplishing the City Council's work plan, the City Manager leads a team of 34 full-time staff and oversees services provided by contract. Public Safety is a high priority for the community with approximately 30% of the City's \$18.7 million General Fund budgeted for safety programs. The City contracts with the Los Angeles County Sheriff's Department for public safety and is a member of the Consolidated Fire Protection District of Los Angeles County for both fire protection and paramedic services.

City programs and services are provided by 5 departments comprised of the City Manager's Office, Community Development, Public Works, Community Services and Finance.

City leadership has a long-standing and successful commitment to organizational succession planning, mentoring, and professional development for achieving established objectives, maintaining stability, and achieving long-term goals. The City's Executive Team is a committed, seasoned team, dedicated to working together in a collaborative manner. Together, they have successfully created and maintained a positive, solution-oriented environment for City staff to operate in.

The City operates under a two-year Financial Plan with a total budget for Fiscal Year 2022-23 of \$28 million, with no enterprise funds. The City relies on numerous grants and other special funds to fund operations. The City has been awarded the Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for its Annual



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Comprehensive Financial Report for Fiscal Year 2020-21 and anticipates receiving the award for the Fiscal Year 2021-22. Agoura Hills is financially sound with a AA+ rating from Standard and Poor's. The City's General Fund Reserve currently sits at 71% (\$13.3 million) of the General Fund. The City is excited to be filing their last and final Recognized Obligation



Payment Schedule for the Successor Agency this year. Several transportation and water quality projects are also in the works including the \$17 million Linear Park Project. The Linear Park will be funded through multiple sources and will require the assistance of a Director of Finance with excellent cash flow management skills and knowledge of the laws and regulations associated with each funding source to ensure timely reporting and City compliance.

THE DEPARTMENT

The Agoura Hills Finance department consists of a team of four talented and innovative professionals responsible for the collection of all revenue, recording of all expenditures, and investing of City funds. The department is also responsible for payroll, business licensing, transient occupancy tax collection, the preparation and management of the City budget, numerous audits and coordination of

the City's annual financial statements. The department has experienced several retirements of key staff and as such, has had the opportunity to bring on board a new team. It will be important for the new Director of Finance to establish a collaborative environment that promotes teamwork, communication, professional development, and inspires actions that demonstrate the City's organizational values.

THE POSITION

The City of Agoura Hills seeks a finance professional with exceptional communication and collaborative leadership skills to serve as its Director of Finance, proven to be equally as effective in the technical management and administration of the City's finances as in their ability to build relationships and develop and inspire staff. Appointed by the City Manager, the Director of Finance is responsible for department operations and processes, budget, and supervision/management, and serves as an integral member of the City's executive leadership team. As a key member of the Executive Team, and advisor to the City Manager, City Council, and City Treasurer, the Director of Finance is expected to uphold the highest ethical standards; provide open, honest counsel; implement fiscal policies and controls to ensure the continued financial stability of the City; and assist the City Treasurer with the investment of City funds.

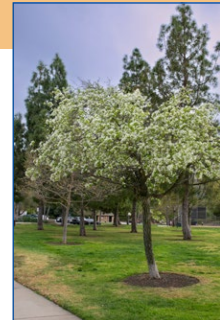
The City Manager is looking for a collaborative leader to join his dynamic and committed group of Executive Managers. A professional who works well with other departments and the

Executive Team, who is solution and team-oriented, and has a sense of humor. The ideal candidate will have the ability to communicate effectively, verbally and in writing, and present complex financial information to a variety of audiences.

Due to the small size of the department, the position is very hands-on and requires an exceptional understanding of and background in both governmental accounting and finance and knowledge of CalPERS reporting requirements. This Director will join a newly appointed finance team who values a personable leader committed to building a cohesive team, is approachable and supportive, and is skilled at coaching, mentoring, and guiding their team. The ideal candidate should have knowledge of the principles of supervision, training and performance evaluation, organizational development, and management. The ideal candidate must be adept at establishing and maintaining effective relationships with the City officials, employees, other governmental and community organizations, and the public.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited four-year college or university in finance, accounting, public administration, business administration or related field and five years of increasingly responsible experience in municipal government



finance and accounting experience including three years of management and administrative responsibility. Investment experience in a governmental agency is preferred; a master's degree MBA, MPPA or CPA is highly desirable.

THE COMPENSATION

The annual salary range for this opportunity is from \$163,213 to \$198,859 based on the experience and qualifications of the applicant. There is an anticipated cost-of-living increase in the salary range and medical benefit for Fiscal Year 2023/24. The Finance Director is an at-will position and will have an employment agreement. The City offers the following comprehensive benefits:

CALPERS RETIREMENT: PERS Miscellaneous formula: "Classic" members: 2% @55. Classic members pay a portion of their annual salary as a cost share. PEPPRA members: 2% @ 62. PEPPRA members pay 50% of the normal cost of the CalPERS contribution. The City does not participate in Social Security.

RETIREE HEALTH INSURANCE: Employees who retire from City with 10 years of full-time service and continued enrollment in City's health



SEARCH SCHEDULE

Filing Deadline.....	July 20, 2023
Preliminary Interviews.....	July 23 – August 4, 2023
Recommendation of Candidates.....	August 2, 2023
On Site Candidate Interview Process.....	August 10, 2023
Finalist(s) Interview with City Manager.....	August 17, 2023

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

plan are eligible for reimbursement of up to \$500 per month.

MEDICAL/CALPERS PLANS: City contributes up to \$2,500 per month.

DENTAL & VISION INSURANCE: The City contributes 100% of premiums for both the employee and dependents.

LIFE INSURANCE: City pays life insurance equal to 1.5 times annual salary up to a maximum of \$200,000.

AUTO ALLOWANCE: Not to exceed \$200 per month.

TECHNOLOGY ALLOWANCE: Not to exceed \$125 per month.

MISSION SQUARE DEFERRED COMPENSATION: The City matches employee contribution up to 2.5% of salary.

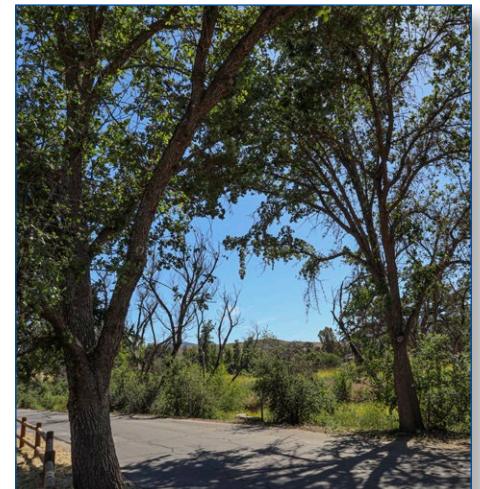
OUTSTANDING PERFORMANCE PAY: Eligible to receive up to 5% of annual salary.

VACATION ACCRUAL: Accrual of 80 to 160 hours per year based on years of service. Up to 20 hours may be cashed out annually.

HOLIDAY: 12 days.

MANAGEMENT LEAVE: 90 hours annually.

SICK LEAVE ACCRUAL: 96 hours annually up to 960 hours. Up to 120 hours may be converted to cash annually.



THE RECRUITMENT PROCESS

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

Peckham & McKenney
www.peckhamandmckenney.com

Contact Tara Schultz at 626-644-1398 for questions regarding this position or the recruitment process.



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