



RECRUITMENT ANNOUNCEMENT

# Chief Financial Sustainability Officer

The City of Pacifica  
invites you to explore this  
new and innovative  
opportunity.

**SALARY RANGE**  
\$170,028 - \$194,448

**FIRST FILING DATE**  
JANUARY 15, 2021

**contact us  
today**

To pursue this unique and  
exceptional career opportunity,  
email a compelling cover letter  
and comprehensive resume to

**Lia Maksoud,**  
**Human Resources Manager,**  
at [hr@ci.pacificaca.us](mailto:hr@ci.pacificaca.us)



# Join our city on the coast!

**THE CHIEF FINANCIAL SUSTAINABILITY OFFICER (CFSO)** is a NEW innovative opportunity with the City of Pacifica. If you are an experienced financial professional with economic development experience seeking an amazing opportunity to work in a spectacular coastal city, we invite you to apply! The ideal candidate will bring public finance management expertise, as well as experience in economic development strategies. This innovative CFSO position, beckons a forward thinking individual, and will be an incredible opportunity in launching a career toward becoming an Assistant City Manager or City Manager. This will be a great opportunity to become a dynamic collaborator who knows how to get things done while serving as an executive on the City Manager's Executive Team.

**THE IDEAL CANDIDATE** will be an experienced and proven leader with a strong financial background possessing:

- Creativity and innovation.
- Strong interpersonal and solid communication skills.
- Ability to establish and maintain strong working relationships.
- Ability to work closely with city leaders, residents, and businesses.
- A collaborative mentality and business partner attitude.
- Strong personal leadership with an eye for detail.
- "Big Picture" mentality.

The future CFSO will be an **empowering leader** capable of serving a diverse suburban community in contemporary and **innovative ways** supporting the financial sustainability needs of the **City and Community of Pacifica**.

## PACIFICA COMMUNITY CENTER



**ABOUT OUR ORGANIZATION.** The City of Pacifica is a General Law City incorporated in 1957 and operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected in 2020 for four-year overlapping terms. The Mayor is selected each year by a majority vote of the other Council members. The Council appoints the City Manager, City Attorney, and members of advisory commissions and committees.

As a full-service city (approximately 170 FTE) with an adopted FY 2020/21 general fund budget of \$37M, the City delivers municipal services through seven departments: the City Manager's office (including the City Clerk, Economic Development, and contract City Attorney); Administrative Services (Finance, Human Resources and IT Divisions); Parks, Beaches, and Recreation; Planning; Public Works (Field Services & Engineering and Wastewater); Police; and Fire (via North County Fire Authority). Employees are represented by eight bargaining units.

The Pacifica City Council has a productive and shared vision for the future of Pacifica, and City Manager Kevin Woodhouse has a collaborative and visionary style to complement and enable the Council's vision. The City Manager's management style encourages collaboration, innovation, accountability, communication, ethics, transparency and excellence.

Under the City Manager's general direction, the CFSO will assist with the City Council goal of Fiscal Sustainability while leading the finance and economic development components of many Council priorities.

# Most panoramic coastal town in the San Francisco Bay Area



**ABOUT OUR COMMUNITY.** Located in San Mateo County just twelve miles south of San Francisco, Pacifica feels worlds away from it, yet is easily accessible from Highway 1. The most panoramic coastal town in the San Francisco Bay Area, Pacifica is famous for its six miles of scenic coastline, classic northern California beaches, breathtaking vistas, and charming ambience. The city is nestled in between small valleys, with Sweeney Ridge to the east, Montara Mountain to the south and the Pacific Ocean's rocky bluffs and sandy beaches to the west. Pacifica encompasses roughly 12.6 square miles, of which, approximately one-half is publicly owned open space with panoramic views and a feeling of spaciousness rarely found in suburban areas. Several miles of coastal and ridge top trails tie Pacifica to neighboring communities.

With a population of approximately 40,000, Pacifica is a unique family-oriented coastal community that prides itself on fostering a "small town" feel. Many of Pacifica's residents are highly engaged and involved in the community. Pacifica has excellent elementary and secondary schools, both public and private, and was recently named one of the Top 100 Safest Cities in America by Location, Inc. The City has also garnered awards for beach restoration, Public Works programs and projects, and Senior Services programs.

To learn more about the City of Pacifica, please visit [www.cityofpacifica.org](http://www.cityofpacifica.org).

# The Position and Minimum Qualifications

The CFSO will lead the Finance Division, with a combined total of 6.5 FTEs, and will serve as the Economic Development Manager with management analyst and administrative support. The [Economic Development Strategic Plan for Pacifica](#) was approved by the City Council in August 2019. The City's [FY 2020-21 Budget](#) and [FY 2018-19 Comprehensive Annual Financial Reports](#) are available on the [City's Finance webpage](#).

**THE POSITION & MINIMUM QUALIFICATIONS** of the CFSO encompasses Finance and Economic Development professions, serving on the City Manager's Executive Team and reporting directly to the City Manager. The CFSO will direct and lead the activities and operations of the City's finance and economic development efforts.

Financial responsibilities include budgeting, long-term and short-range fiscal planning, financial analysis and reporting, payroll, general and special fund accounting, investment policy administration, licensee billing, and related responsibilities consistent with accepted financial, budget, and accounting standards. Economic Development responsibilities include designing and leading strategic economic development projects to carry out the Economic Development Strategic Plan, actively engaging with the business community and serving as a resource and community representative.

Any combination of experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way would be:

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Economics, Finance, Public or Business Administration or a related field. A graduate degree in a related field is highly desirable.
- Seven (7) years of professional experience related to financial management or economic development, or related field that demonstrates an increasing amount of responsibilities. Municipal government experience is highly desired.
- Certified Public Accountant designation is desired, but not required.

# Compensation and Benefits Package

The salary range **\$170,028 – \$194,448** and appointment will be made depending on the qualifications of the selected candidate. In addition, the City of Pacifica offers the following benefits:

**Retirement** – 2.5% @ 55 CalPERS (classic); 2% @ 62 formula for New Members. Pacifica does not participate in Social Security.

**Health Insurance** – CalPERS medical plans including up to a 100% employer covered premiums for certain plans.

**Dental** – City has a self-funded dental plan (Delta) that typically covers 100% paid premiums of dental expenses and \$2,000 in orthodontic benefits.

**Vacation Leave** – Annual accrual rate between 20 and 27 days per year based upon years of service with a California municipality. Up to two weeks of vacation can be cashed out annually.

**Holidays** – 13 paid holidays per year.

**Administrative Leave** – 88 hours annually.

**Sick Leave** – 12 days accrued annually.

**Deferred Compensation** – choice of three plans.

**Long-term Disability Insurance and Life Insurance** – City provides paid long-term disability and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN.

**Auto Allowance** – up to \$550 per month.

**Schedule** – potential for alternate work schedules and occasional remote work.

This position is unrepresented and follows the Compensation and Benefit Plan for Unrepresented Management & Confidential Employees.

# apply early!

Email your cover letter and resume to [hr@ci.pacifica.ca.us](mailto:hr@ci.pacifica.ca.us) by January 15.

Following first review of candidates, application materials will be screened according to the qualifications outlined above. The most qualified candidates will be invited to the next phase of the process, which will include virtual panel interviews. Finalists will be invited to interview with the City Manager. Apply early and, submit a compelling cover letter with a comprehensive resume to Lia Maksoud at [hr@ci.pacifica.ca.us](mailto:hr@ci.pacifica.ca.us) by January 15, 2021.

**Recruitment will remain open until filled.**

**First Filing Date Deadline:**

01/15/21 @ 5:00PM (PST)

**Virtual Panel Interviews:**

02/04/21

**Virtual City Manager Interviews:**

02/05/21

Appointment is contingent upon satisfactory completion of the City of Pacifica background check which includes but is not limited to the Department of Justice fingerprinting scan, references check, and more. This is a confidential process and references will not be contacted until mutual interest has been established.

Confidential inquiries welcomed to Lia Maksoud, Human Resources Manager at 650-738-7303 or at [hr@ci.pacifica.ca.us](mailto:hr@ci.pacifica.ca.us).

At the City of Pacifica, we are an equal opportunity employer and value diversity. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

To us, equal opportunity employment is not just about compliance, it's about who you are, how you can help our City and who you want to be. We are committed to creating an inclusive environment for all employees and residents.

We invite you to explore this opportunity!

