City of Lakeport

225 Park Street
Lakeport, CA
707-263-5615 ext. 10
www.cityoflakeport.com

Invites Your Interest for the Position of

FINANCE DIRECTOR

$80,496 to $92,832

Filing Deadline: June 30, 2016

The Position

Serving as a critical Department Head on a dynamic executive team, our new Finance Director will provide advice and counsel to the City Manager, City Council, and peers on all issues relating to the city's financial decisions. The Finance Director works strategically with the City Manager on policy and problem solving, and leads a staff of four, while overseeing financial transactions and budget performance. With an environment that encourages professional growth and development, the City Manager invites applicants who are currently working in the public or private sector or who are looking for a position in executive leadership.

The Ideal Candidate

- □ Effective verbal and written communication skills
- □ Experience in budget preparation and administration.
- □ Ability to oversee accounts payable, accounts receivable, cash receipts, payroll, and utility billing
- □ Excellent analytical skills
- □ Experience in managing high priority projects
- □ Ability to administer contracts using State and Federal funds
- □ Thrives in a collaborative team-environment
- □ Ability to analyze complex information and convey it for others to understand
- □ Ability to supervise staff.

Experience, Education, and Certifications

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, accounting, economics, business administration, or a related field; a Master's Degree in Public Administration and/or a CPA designation is highly desirable. Five years of increasingly responsible experience in public accounting preferred.

Compensation and Employee Benefits

Salary: Finance Director range is from $61,044 to $92,832 with $80,496 the mid-range.
Executive Leave Pay: 80 hours annually; 40 hours can be taken as cash payment.
Retirement: CalPERS "Classic" members: 2.5%@55 with employee contributing 8% of pre-tax salary. "New" members: 2%@62 with employee contributing 6.75% of salary. Lakeport does not contribute to Social Security.
Medical/Dental/Vision Insurance: The City provides health, dental and vision insurance for the employee and dependents. Employee pays a percentage of the medical premium.
Leave: Vacation Leave for management classifications starts at 15 days (120 hours) annually and increasing up to 200 hours based on time in service. Credit for prior public service will be considered. Sick leave is accumulated at the rate of 1 working day per month. There are 13 paid holidays per year.
Other Benefits: Other benefits include cell phone stipend of $60 per month and periodic technology stipend of $750 for cell phone or tablet purchases that are used for both personal and city use. Moving expenses may be negotiated for out of county applicants.

How to Apply

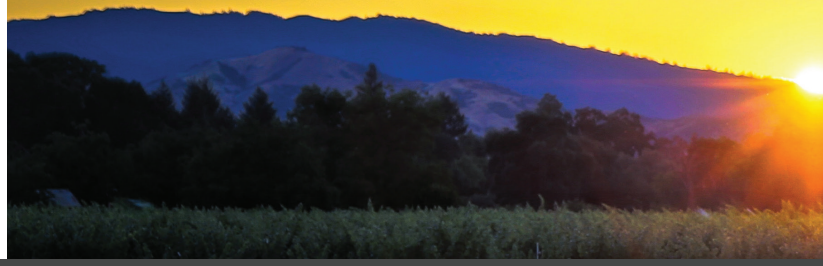
Potential applicants are encouraged to contact the Administrative Services Director, Kelly Buendia, with any questions regarding the position or the process. Applicants are encouraged to view the full job description on the Employment page of the city website at www.cityoflakeport.com. If you are interested in this exciting career opportunity please submit a cover letter, your résumé, current salary, application and three work-related references to:

City of Lakeport
Attn: Kelly Buendia
225 Park Street
Lakeport, CA 95453
(707) 263-5615, Ext. 30
(707) 263-8584 (fax)
kbuendia@cityoflakeport.com

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x30 so your request may be reviewed prior to the occurrence of testing.

* The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or military and veteran status.

Lakeport, California



The City of Lakeport in beautiful Lake County is located in the heart of Northern California's wine country. Lakeport is home to freshwater Clear Lake and Mount Konocti just north of the Napa Valley, east of the Mendocino Coast, two hours by car from the Golden Gate Bridge and the Sacramento Valley and three hours from Mt. Shasta. Lakeport has all of the benefits of a close knit community and small town charm along with quick access to many of California's famous landmarks and tourist destinations. With its temperate climate and the cleanest air in the nation for the third consecutive year according to the American Lung Association's State of the Air reports, Lakeport is a place to call home.

A City Built on Community Spirit!

Volunteer Leadership and Labor built Westside Community Park

A group of Lakeport volunteers worked together thorough financial and labor support to create a community recreation park. The park currently consists of two soccer fields, picnic areas, baseball and softball fields, a dog park and hiking trails. The group has future plans to develop an equestrian area, horse shoe pits, and pump track within the park.

westsidecommunitypark.org

Lake County Chamber of Commerce

The Lake County Chamber of Commerce is a private non-profit organization comprised of active volunteers striving to support and encourage economic vitality and prosperity. The Chamber has been active for over 70 years joining Lake County residents together through events, new business support programs, and awards of recognition for outstanding citizens and businesses.

lakecochamber.com

Main Street Association

Lakeport's Main Street Association is comprised of dedicated business owners who work to keep Lakeport's Main Street and downtown healthy and vibrant while embracing its historical identity and small town charm. Downtown Lakeport is lined with restored historical buildings, successful businesses, and an expansive shore-side Library Park and gazebo. The welcoming Lakeport streets are dotted with charming lampposts and baskets of fresh flowers.

"Downtown Lakeport, on the beautiful shores of Clear Lake, is an economically healthy, historic social center with a welcoming small town atmosphere, successfully serving a vibrant community and its visitors."- Lakeport Main Street Association Vision Statement

lakeportmainstreet.com

Soper Reese Theatre

The Soper Reese Theatre in downtown Lakeport is a community funded project through the Lake County Arts Council. Volunteers have donated time, labor, and funds to bring the vision of an active theater into a reality in Lakeport. The Soper Reese is a professional venue used widely for performing arts and events, including symphonies, screenings of classic movies, and regular theatrical performances from local theater programs.

soperreesetheatre.com

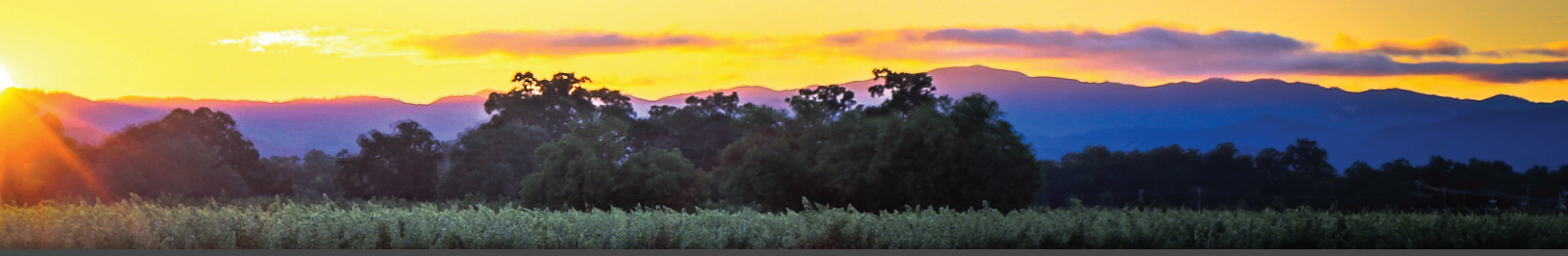
Arts Council

The Lake County Arts Council is a non profit volunteer organization committed to assisting artists of all disciplines to grow, promote and enjoy their work. The Arts Council thrives on community involvement, operates an art gallery, and sponsors regular events such as poetry readings, writing workshops, arts classes, dance performances, open mic nights and theatrical performances.

lakecountyartscouncil.com

Lakeport Demographics

- 2.7 square miles Within City Limits
- 2,518 Housing Units
- $43,588 Median Household Income
- 4,807 Residents



Outdoor Activities and Fundraisers

Lakeport is a place to get outside, breathe in the cleanest air in the nation and enjoy the natural beauty of Northern California. Lake County outdoor activities include the Konocti Challenge cycling event, as well as a multitude of bike trails, various 5k and 10k runs and fundraisers, year round hiking trails, wildlife viewing and bird sanctuaries, hunting and adult sports leagues. Lakeport is also home to the Lakeport Speedway where various motorsport races are held throughout the year and a cinema with weekend drive-in movies during the summer.

Library Park

Library Park on the shores of Clear Lake is a premiere Lake County landmark. At the center of the historic park is a gazebo surrounded with willow trees and broad lawns and well maintained playgrounds and boat docks. Library Park is the center of activity for Lakeport and hosts weekly free concerts during the summer, farmers market, car shows, an annual sea plane fly in, a yearly robust fireworks display on the Fourth of July, and weddings in the gazebo.

Lake Activities

The possibilities for fun on beautiful Clear Lake, the largest natural, freshwater lake in California, are endless. Many people enjoy Clear Lake by boating, kayaking, water sports, wakeboarding, fishing, and bass fishing tournaments.

Wineries

The wineries in Lake County abundant and world-renowned. Tourists and residents alike enjoy wine tasting tours through Lake County's tasting rooms.

Landmarks and Attractions

Lakeport's many parks and historical landmarks include Lake County Historic Courthouse Museum and Carnegie Library. Lake County also offers various casinos and resorts as well as a large number of churches and religious denominations.

Schools and Colleges

Lake County offers many quality education choices and programs. Lakeport Unified School District accepts grades K- 12. Lakeport Unified is known for its athletic and music programs, Academic Decathlon championship and strong community engagement. Clear Lake High School is a California Distinguished School. Lakeport also has private schools such as Konocti Christian Academy for grades K- 8 and various home schools.

Lake County is proud of its strong base of college programs. Mendocino College has a state of the art Lake Campus. Marymount California University has recently opened its Lakeside Campus and Yuba College offers many opportunities for educational growth at its Clear Lake Campus.

Lakeport Events

Lakeport residents look forward to an array of events including Oktoberfest featuring craft brewers and German food and music, Lakeport wine and hors d'oeuvres pairings, Fourth of July Fireworks and Street Fair, Spring and Fall Fairs at the Lake County Fairgrounds, the Rodeo, and various parades.

Welcome home to the City of Lakeport.

City Council

Lakeport is a full-service, general law city under the council-manager form of government. The City is led by a five-member City Council, elected at-large which provide policy direction to Lakeport's City manager. The Council oversees and approves financial affairs and the annual City budget. The Council also provides policy direction and enforcement, coordinates joint efforts with other government bodies and is actively involved with Lake County's community planning commissions.

The City Council is elected to staggered four-year terms. Elections to fill open seats are held each November. The Council selects a mayor and mayor pro tem to serve a one-year term. City Council meetings are held on the first and third Tuesday of each month at 6:00 p.m. in the City Council Chamber, 225 Park Street. Meetings are open to the public.

Employment at the City

The City is organized into the Departments of Administrative Services, Community Development, Finance, Engineering, Police, Public Works and hovers around 50 full-time employees. As an organization, Lakeport values training and professional development and enjoys a very team-oriented staff. The City's current budget can be viewed at http://bit.ly/lkptbudget. More community and financial information can be found in the annual report at http://bit.ly/lkptreport.

CITY OF LAKEPORT
INCORPORATED APRIL 30, 1888

Lakeport, California

www.cityoflakeport.com