



The League of California Cities is seeking an experienced and talented leader to fill the role of:

Director, Finance and Operations

January 2023

Cal Cities Culture and Mission

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this is where you belong!

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government, providing legislative advocacy, educational and informational services to cities. Cal Cities' mission is to enhance the quality of life for all Californians by protecting and expanding local control for cities through education and advocacy. Cal Cities has approximately seventy-five staff supporting its operations.

Finance and Operations Department

Embracing teamwork and an entrepreneurial spirit, the Finance and Operations Department strives to deliver exceptional customer service, support and solutions that empower the organization's team members to advance and fulfill Cal Cities' mission. The Finance and Operations team provides key operations in finance, human resources, facilities management, and information technology. Individual and collective contributions by team members reflect the department's commitment to customer service and excellence.

Position Summary

The Director of Finance and Operations reports directly to Cal Cities' Executive Director/CEO and provides leadership and direction to the organization's information technology, human resources, finance, accounting, and audit activities. The Director serves as the Chief Financial Officer for the organization and is an active and contributing member of the Cal Cities' senior leadership team. Key functions include, but are not limited to:

- Provide strategic financial and operations advice to Cal Cities and makes recommendations on a wide variety of complex matters.
- Represent the organization as a member of the senior management team in both internal and external meetings.
- Direct the operations of the finance, technology, and human resources functions, representing 8-10 staff, and produce work products for both internal and external audiences.
- Keep the Board and other internal and external audiences apprised of financial and operations matters.
- Provide lead staff support to the Board's Finance, Nominating and Audit Committees.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

- Oversee Cal Cities' business enterprise programs: California CLASS and California Statewide Community Development Authority.

Qualifications and Experience

Bachelor's degree in accounting, finance, human resources management, business administration or a related field. Master's degree in a related field is highly desirable. Seven (7) years of highly responsible experience with demonstrated success in accounting, finance, or a related field and at least three (3) years in a supervisory capacity. A desire to collaborate with the Executive Director/CEO, management team, staff, and Board to support cities and city leaders in their efforts to enhance the quality of life for residents in their communities.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m. Opportunity for hybrid work arrangement is available. Travel as needed to locations throughout California in the performance of duties.

Compensation and Benefits

Salary: Commensurate with qualifications and experience. Salary range \$140,543 - \$231,896. The hiring salary range for a qualified applicant will most likely fall between \$160,000 - \$190,000.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer compensation through Cal Cities', Mission Square 457 defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Management Time Off (MTO): Management employees accrue four days per year.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Application Procedure and Recruitment Schedule

To apply, please submit your resume and cover letter on our careers page:

- www.calcities.org/join-our-team

OR click on the following application link

- <https://secure.onehcm.com/ta/LCAC.careers?ShowJob=520237829>.

Recruitment for the Director, Finance and Operations will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

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