



THE COUNTY OF SHASTA
<http://agency.governmentjobs.com/shasta/default.cfm>
INVITES APPLICATIONS FOR

COUNTY CHIEF FINANCIAL OFFICER

\$ 7,312 - \$ 9,333 APPROX. MONTHLY / \$ 42.19 - \$53.85 APPROX. HOURLY

5% STIPEND FOR CANDIDATES WHO POSSESS A VALID CPA CERTIFICATE
5% STIPEND FOR CANDIDATES WHO POSSESS A MASTER'S DEGREE IN PUBLIC OR
BUSINESS ADMINISTRATION, ACCOUNTING, OR CLOSELY RELATED FIELD

THE CURRENT VACANCY IS IN THE COUNTY ADMINISTRATIVE OFFICE

ORAL EXAM IS TENTATIVELY SCHEDULED FOR MAY 2016

**RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED.
SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE
STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS.**

FINAL FILING DATE: MAY 5, 2016 AT 5:00 PM

ABOUT THE POSITION

Under general direction of the County Executive Officer (CEO), to plan, organize, and monitor the county budget; to coordinate the flow of funding to and from the county General Fund to ensure fiscal viability of county operations; to perform complex budget and financial analysis; to prepare financial forecasts and make recommendations concerning options and courses of actions based upon this information; to make formal presentations to the Board of Supervisors and other entities; to assist the CEO in the overall management and coordination of activities and operations of County departments; and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position, unclassified management classification that serves as a representative of the County Executive Officer on a broad range of administrative matters (primarily, financial and budget related), and provides overall management coordination and direction for the County budget. In addition, under the direction of the CEO, this position is responsible for providing administrative support to departments on matters regarding county policies, administration, management, and fiscal issues. As directed, this position may also represent the County before other local governmental agencies, state or federal agencies, and the public on matters related to County administrative functions and fiscal issues.

EXAMPLES OF DUTIES

As directed by the CEO, coordinates the implementation of Board of Supervisors policies and operating procedures; plans, directs, and coordinates activities for the preparation and monitoring of the County budget; works with departmental managers in the coordination of operations, allocation of resources and the resolution of administrative problems; analyzes complex funding streams and stays abreast of legislation, grant requirements, and other information that may affect funding; prepares budget forecasts and identifies options as to how to maximize funding and services; makes formal presentations to the Board of Supervisors and other

entities so that complicated financial and budget information can be understood clearly; analyzes programs and policies in order to develop proposals for change; interprets policies and programs to county officials and staff as well as members of the public.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of:

Principles of public administration and government organization; Public sector budget principles, practices, and techniques which include fiscal analysis and projection methods, accounting, organization, and financing alternatives; research methodologies applicable to the analysis of finances, programs, and policies; negotiation techniques used in framing professional services agreements with attorneys, accountants, or other vendors as required; the functions, organization, and practices of local government in California; and the state legislative process as it relates to local government.

Ability to:

Direct a complex budget process that requires understanding of state and federal laws and legislation; Perform complex financial analysis utilizing appropriate software and other modern business tools; Prepare and present financial and budget forecasts, and make recommendations concerning options or courses of action based upon this information; Exercise initiative, ingenuity, independent analysis and judgment in solving difficult and complex administrative, management, and technical problems; Identify, define, and analyze administrative, operational, and programmatic problems and develop solutions and recommendations; Communicate effectively both orally and in writing; establish and maintain effective working relationships with department heads and staff, agencies, boards, public officials, community groups, and other organizations; analyze situations and adopt effective courses of action; develop concise, informative, descriptive written and oral reports; comprehend and interpret complex regulations, laws, and guidelines; manage various programs and functions and provide effective leadership in implementing those programs; and represent the County Administrative Officer before the Board of Supervisors, county departments, and the community.

These employment standards are typically attained with graduation from an accredited college or university with major course work in public or business administration, accounting, or a closely related field, and four (4) years of experience in a management or administrative capacity which involved responsibility for budget preparation and control from an organization-wide perspective, including two (2) years of experience in a public agency.

IDEAL CANDIDATE STATEMENT

The ideal candidate for this position will have demonstrated success in forging intergovernmental relationships and leading strategic planning efforts with staff and elected officials through a collaborative and team approach.

Also desired is a highly developed skillset in budgeting and leadership in setting goals and directions for desired results and outcomes. An appreciation for a diversity of viewpoints and backgrounds is necessary to foster the County Executive Officer's goals: to act with passion for the customer; be open, trusting and respectful; promote teamwork and mutual support; act with accountability; support change, creativity and innovation; provide feedback, coaching and recognition and create positive energy and attitude.

An employee in this classification who possesses a valid Certified Public Accountant certificate and/or a master's degree with major course work in public or business administration, accounting or a closely related field shall received a five percent (5%) stipend.

SPECIAL REQUIREMENTS

Possession of a valid California driver license may be required.

SUPPLEMENTAL QUESTIONS

This Supplemental Questionnaire will be used to determine applicants' qualifications for this position and whether they will continue in the recruitment process; therefore, applicants are encouraged to answer all questions thoroughly and completely.

Omitted information will not be considered or assumed. Applicants who have no experience in a specific area are recommended to state "no experience in this area" instead of leaving the space blank. Response to supplemental questions may be attached as a separate document to the application, if necessary.

1. Describe your experience with current and long-range forecasting of revenues and expenditures for budget preparation, analysis, and corrective action plans agency-wide, fund-wide, or for a large and complex department. In your answer indicate:
 - a). Your specific role.
 - b). The techniques and methods used – including various software applications.
 - c). The size of the agency or organization.
2. Describe your level of involvement and responsibility in facilitating changes in the budget process, including the analysis, development, and implementation. Include the reason(s) for the changes, i.e., legislation, efficiency, timelines, etc.
3. In your current or previous public sector experience, describe your role and responsibilities in analyzing the budget implications of state and federal budget proposals and their impact and implementation to the agency or your assigned departments.
4. Describe your experience and level of expertise consulting elected officials, executive management, and department heads on budget and fiscal issues, as well as preparing and presenting reports to governing bodies.
5. Please describe your supervisory experience, including number of direct reports; describe your leadership style.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute 7% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employee benefit page for at http://www.co.shasta.ca.us/index/support_index/personnel/benefits.aspx additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on May 5, 2016. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as, "See/Refer to Resume," or "See Attached."*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the

selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans' Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

Applicants are encouraged to apply on-line at <http://agency.governmentjobs.com/shasta/default.cfm> or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Personnel

1450 Court Street, Suite 348 - Redding, CA 96001; (530) 225-5515