

# City of Parlier

A Community with a Vision to the Future

## POSITION RECRUITMENT

**FILING DEADLINE: August 1, 2017 at 5:00 pm**

### ***FINANCE DIRECTOR***

**Annual Salary: \$89,866 to \$114,694 (6 Step/Range)**

**PARLIER:** The City of Parlier (Pop. 15,000) is located 15 miles southeast of Fresno in the heart of California's San Joaquin Valley. Several universities, community colleges and professional schools are within a 15-45 minute drive. Residents are 98.5% of Hispanic descent.

Parlier is a general law City governed by a five-member City Council and operates under the City Council/Manager form of government. Their respective districts elect four council members and the Mayor is elected at large. The Finance Director is hired by the City Manager.

**The Parlier City Council meets on the first and third Wednesdays of each month at 6:30 p.m.**

The City of Parlier boasts 160-acres of industrial/business zoned property with partial or complete infrastructure in place. The Park is perfectly located on Manning Avenue a major artery linking eastern Fresno County to state Highway 99. Federal Renewal Community tax benefits are available to all businesses locating in the Parlier Industrial Park. With our proximity to major highway networks and international air terminal, and the lower cost of land and labor, Parlier is the ideal business location to serve the vast California market. The citizens of Parlier recently approved a Public Safety "Parcel Tax" (Measure Q) which will bring in much needed revenue for the Police Dept.

### **MINIMUM QUALIFICATIONS:**

- Bachelor of Arts or Bachelor of Science Degree;
- With Minimum of four years of financial management experience in a public service agency (preferably City or County).

OR

- AA Degree with minimum of seven (7) year's experience as a finance manager supervisor
- With Masters Degree: Minimum of three (3) years management/ supervisory experience

### **All applicants must have:**

- Demonstrated ability to work with diverse cultural and ethnic groups
- Ability to speak and write in English in an effective and clear manner
- Accounting Experience
- General knowledge of Fund Accounting, grant administration, payroll and accounts payable exposure and first hand experience with budget development/administration.

The candidate must possess strong English communication skills (written and oral); demonstrated budgeting abilities and strong leadership and supervisory knowledge. In addition to the normal

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management requirements, the City Finance Director must possess a commitment to community service and public service policies and ethics. The new Finance Director will have the opportunity to restructure the Finance Dept. to achieve greater efficiency and cost allocation & accounting measures.

**OTHER DESIRABLE QUALITIES:** Background in personnel, benefits & risk management administration is highly desirable.

**EMPLOYEE BENEFITS:**

1. **Retirement:** CalPERS Classic (2% @ 55) New CalPERS Members (PEPRA, 2% @ 62). Employee pays full employee share.
2. **Health Insurance:** Fully paid health insurance employee (Gold Plan\*), 50% dependent premium (two plans to select from). Employee will pay additional premium if Platinum Plan is selected other than Gold Plan. (\*Blue Shield & Kaiser).
3. **Other:** Dental/vision employee pay 50% employee & dependent premium, fully paid life insurance, long term disability, and short term disability.
4. **Vacation:** 3.69 vacation hours per pay period 0-4 years of service; 5.54 vacation hours per pay period 5-10 years of service; 6.46 vacation hours per pay period 11 years of service.
5. **Administrative Leave:** 60 Hours Administrative Leave per year.
6. **Holidays:** 13 holidays per year; 2 are floating holidays.
7. **Sick leave:** 3.69 hours per pay period.

**Pay-periods, every two weeks, 26 per yr.**

**Employee Benefits subject to contract negotiations with City**

**YOUR APPLICATION, RESUME, ACCOMPANYING MATERIALS AND, FOLLOWING THESE DIRECTIONS ARE ELEMENTS OF THE REVIEW AND TESTING PROCESS.**

**City of Parlier Application & Resume MUST be submitted in full, prior to 5:00 PM, Tuesday, August 01, 2017. No late or faxed applications will be accepted. Postmarks not accepted.**

***Applicants must submit an original City of Parlier application, resume and copies of applicable degrees (College/University). Resumes and/or related certificates should accompany, BUT do not substitute for the City of Parlier application.***

*Applicants will be competitively screened based on the minimum qualifications for position. Based upon a review of the application materials, only the most qualified candidates will be invited to participate in the panel interview/examination process (**Tentatively Scheduled: Thursday, August 17<sup>th</sup> per City scheduled appointment only**)*

*Based upon the results of the above panel interview the top candidates will be invited to an interview with the City Manager. The City anticipates making a selection sometime in late July 2017 following final interview and contract negotiations. Prior to hiring, the selected candidate must pass a comprehensive physical exam, background investigation and credit check.*

**APPLY: City of Parlier, 1100 E. Parlier Ave, Parlier, CA 93648. Contact: Bertha Augustine: Ph. (559) 646-3545 Ext. 227. Email: [bertha@parlier.ca.us](mailto:bertha@parlier.ca.us) City of Parlier: Finance Director Announcement and Application are available on our website @ [www.parlier.ca.us](http://www.parlier.ca.us) under the EMPLOYMENT section.**

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