

## The Community

The City of Riverside is the 12th largest City in California and has a diverse population of over 300,000 covering over 85 square miles. Recently named one of “America’s Most Livable Communities,” Riverside is the largest city in the fastest growing county in the country.

Founded in 1883, Riverside’s historic core is both charming and urban while its neighborhoods offer a wide range of diverse residential opportunities from modern estate homes to classic historic craftsman and mission-style bungalows.

There are 54 city parks with more than 2,500 acres of open space including a wilderness park, two county parks and the California Citrus State Historic Park. The City is centrally located in Southern California approximately 60 miles east of Los Angeles and 100 miles north of San Diego.

## Application and Selection Process

Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six (6) months. Qualified candidates will be certified for a selection interview, which may be followed by a second round interview.

The final candidate(s) will be required to successfully pass a background check, verification of work experience, and submit an official copy of educational transcripts verifying obtained degrees or certificates as indicated on the employment application.

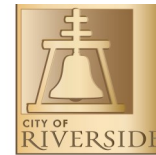
The appointed candidate will be required to successfully pass a medical and drug test.

The City of Riverside does not reimburse any expenses incurred as a result of this recruitment.

**APPLY ONLINE:** [www.riversideca.gov/human](http://www.riversideca.gov/human)  
(Click on City Jobs)

Applications will be accepted through 11:59 p.m. on August 22, 2013.

**Contact Us:** Human Resources Department • (951) 826-5808  
*An Equal Opportunity Employer*



*City of Arts & Innovation*

## Financial Resources Manager (Non-Classified)



## The Position

The Financial Resources Manager is one of three Division Managers in the Finance Department, supervises a staff of 11, and reports to the Assistant Finance Director. This position is a key member of the Department’s management team. Under general direction, the Financial Resources Manager will manage the City’s budget and capital improvement program preparation and monitoring process, the City’s debt portfolio administration, the City’s business tax function, and other complex financial projects such as the City’s cost allocation, fees & charges study, and revenue and expenditure forecasts. Experience working in a large government organization with a sizable and complex budget and debt portfolio or as a finance or debt consultant is highly desirable.

This position is designated as Non-Classified and is exempt from the classified service. The Incumbent shall be appointed “at will” and serve at the pleasure of the City Manager.

## Example of Duties

Typical duties may include ,but are not limited to, the following:

- Manage the City's budget preparation and monitoring process; coordinate the preparation of each department's budget submittal.
- Supervise the preparation of the draft and final Annual Budget and Capital Improvement Program documents for review and adoption by the City Council and for publication.
- Administer the City's debt portfolio; review bond drawdown requests; review annual continuing disclosure reports required under Federal and State law.
- Participate as a member of the financing team for the issuance of new debt; prepare various debt-related City Council reports, draft and review official statements for bond offerings; perform a variety of other debt-related tasks.
- Provide managerial oversight to the Business Tax staff including strategic planning, process improvement, and software implementation.
- Supervise the preparation of the City's Cost Allocation Plan, Fees and Charges Study, and revenue and expenditure forecasts.
- Administer the City's various special districts, including Community Facilities Districts, Business Improvement Districts, Assessment Districts, and Landscape Maintenance Districts and interface with and direct the City's external assessment engineering consultants.
- Prepare a variety of recurring and one-time City Council reports and make related presentations to the City Council as required.
- Prepare the City's monthly financial reports to the City Council including the monthly budget and debt analyses.
- Manage the budgetary component of the City's position control.
- Review all City Council and Committee reports for fiscal impact and entity-wide financial impacts.
- Supervise citywide project and grant administration.

## Education and Experience

**EDUCATION:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, economics, or a closely related field. A Master's degree in public administration, business, finance, accounting, or economics is highly desirable.

**EXPERIENCE:** At least five years of professional experience in government budget development and/or debt administration, including at least one year in a supervisory capacity. Experience working in a large government organization with a sizable and complex budget and debt portfolio or as a finance or debt consultant is highly desirable.



## Compensation and Benefits

**Monthly Salary Range: \$8,881 to \$11,332 (Merit based pay to \$13,032) \***

\* Appointment may be made at any rate within the range contingent upon qualifications of the successful candidate. The position is eligible to receive merit based pay of up to 15% above the salary range based on documented outstanding performance and at the discretion of the City Manager.

- Retirement for Current Members - For employees hired after 1/1/2013 who are **CURRENT MEMBERS** of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- Retirement for New Members - For employees hired 1/1/2013 or later and who **ARE NOT** a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.
- Health Insurance - The City offers seven health insurance plans and contributes up to \$1,006 per month for employee and dependent coverage.
- Dental Insurance - The City provides three dental insurance plans and contributes up to \$45 per month.
- Vision Insurance - The City provides vision coverage through Vision Service Plan (VSP) for employees and their dependents that are enrolled in medical coverage.
- Life Insurance - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary rounded to the next highest \$1,000.
- Deferred Compensation - The City offers optional participation in the deferred compensation plan.
- Leave Benefits - Includes all the typical vacation leave, sick leave, bereavement leave, and holiday benefits.
- Flexible Spending Account - The City offers a Health Care and Dependent Care Flexible Spending Plan for optional participation.
- Long Term Disability - The City offers optional enrollment in the Long Term Disability Plan.
- For additional benefits information, please visit the following website: <http://www.riversideca.gov/human/benefits/benefit-summary.asp>