



DEPUTY DIRECTOR OF FINANCE

SACRAMENTO
COUNTY





THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.6 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 600,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multiuse trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the more affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive are Administrative Services, Public Safety and Justice, Community Services, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Fiscal Year (FY) 2023-24 Budget is over \$8.4 billion, and there are more than 13,600 full-time employees.

THE DEPARTMENT

The Department of Finance operates a Fiscal Year 2023-24 Budget of approximately \$55 million with a total of 242 full-time equivalent positions. They manage the complex financial and fiscal duties of Sacramento County through the following divisions:

- **Auditor-Controller:** provides central support services to 34 County departments, 70 Special Districts, and a variety of other government agencies and taxpayers in the Sacramento area. This Division also prepares the County's Annual Financial Report.
- **Consolidated Utility Billing and Services (CUBS):** provides billing for the following services: Refuse Services, Stormwater Drainage, Sewer Service, Water Supply and Rental Housing. There are over 311,000 customer accounts that generate over \$360 million dollars annually.
- **Investments:** manages approximately \$6.7 billion Sacramento County Pooled Investment; provides compliance and performance reporting for the Sacramento County Pooled Investment Fund for review by the Board of Supervisors, the County Executive, and the Treasury Oversight Committee
- **Revenue Recovery:** collects revenue for the County and other government entities, certain Court ordered fines and fees, restitution payments owed to victims of crime, aid over payments, and other debts owed to the County. These services reduce the burden of payment on taxpayers by holding debtors accountable for payment.
- **Tax Collection and Business Licensing:** collects taxes on real and personal property located in the County and issues business licenses for the unincorporated area of Sacramento County.
- **Treasury:** responsible for the receipt, custody, depository, and investment accounting of funds of the County, school districts, joint power authorities, and special districts whose funds are held and invested by the County Treasurer (Director of Finance).

THE POSITION

Under general direction the Deputy Director, Finance plans, organizes, manages, coordinates, and directs the activities and operations of an assigned group of divisions and smaller organizational units within the Department of Finance; and coordinates assigned activities with other divisions, departments, outside agencies, and the general public.

Key Responsibilities include:

- Directly or through subordinate managers and supervisors selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the workplan for multiple divisions of the department; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Oversees and participates in the development of assigned annual budget; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers County-wide policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; implements improvements.
- Monitors, reviews and analyzes existing and proposed legislation affecting department and County functions and develops recommendations.
- Reviews, analyzes, recommends and directs the implementation and improvements to various County systems, such as, financial/accounting, property tax, billing and collections, cashiering, etc.; establishes and/or directs the establishment of system controls and procedures.
- Maintains awareness of regulatory reporting requirements and provides oversight for the adequacy of staffing resources, work plans and ensures compliance.
- Establishes and maintains effective working relationships with staff, other departments and agencies, and the general public.
- Represents the Director in their absence.

MINIMUM QUALIFICATIONS

- A Bachelor's Degree, or higher, from an accredited college or university in Accounting, Economics, Finance, Business or Public Administration, or other field closely related to the intent of the class.

AND

- Five years of full-time paid experience leading and managing a team of managers and/or professionals performing a broad range of functions in financial operations, banking, finance, auditing, and/or professional accounting.

Note: Possession of a valid license as a Certified Public Accountant (CPA) from the State of California Board of Accountancy or certification as a Certified Internal Auditor (CIA), Certified Public Finance Officer (CPFO), or Certified Fraud Examiner (CFE) may substitute for the required Bachelor's Degree.

Additional qualifying full-time paid experience as described above may substitute for the Bachelor's Degree on a year-for-year basis.

In addition to meeting the Minimum Qualifications, highly qualified candidates will:

- Possess CPA, CIA, CFE, CPFO certification and/or a Master's degree
- Have considerable executive or senior management level administrative experience in planning, organizing and directing diversified and large-scale financial activities.
- Demonstrate the ability to lead and build cohesive teams among a diverse group of employees
- Be a strategic thinker with experience in implementing continual quality improvement.
- Work well with all levels of government, as well as public and private entities, business owners, and the general public.
- Exhibit a professional presence, excellent business acumen and possess excellent communication, analytical and organizational skills.



COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$183,013 - \$201,763 annually, including a 3.35% management incentive for a combined total of \$189,144 - \$208,522.

The attractive benefits program includes:

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes into a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 2.5% longevity pay.

HOW TO APPLY

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit an online County of Sacramento employment application and supplemental questionnaire via the County's website:

www.saccountyjobs.net

Application filing deadlines are scheduled for:
April 3, 2024 and April 23, 2024 (final).

For questions and inquiries, please contact the Employment Services Office.

Telephone: (916-874-5593)

Email: EmployOffice@saccounty.gov

