



March 1999

President's Message

Mary Bradley, Director of Finance, Sunnyvale

I am very honored to be sending you my first message as your new President. I can't begin my new year without expressing my appreciation to all those involved in making our annual conference held in Monterey such a wonderful event. My special thanks to Don Rhoads for the outstanding job he did in putting together the program, and to Kelly Gonzalez who was responsible for coordinating all aspects of the conference. All the people involved worked tirelessly to make the conference such a great success. And of course, thanks to Dewey Evans, the Finance Director of Monterey, who chaired the conference and provided such wonderful hospitality to us all.

I'm sure all of you who attended the conference will agree that the programs were the best ever. We all learned new and exciting things and were inspired by our guest speakers and panels. I know I feel revitalized by what I learned and am ready to tackle the new century!

The CSMFO Board held two meetings during the conference and considered several very important items. Jerry Rogers was appointed as director representing Southern California to take the place of Derek Hanway, who moved to President-

Elect. Jerry, Finance Director for City of Riverside, has been active as Chair of the Career Development Committee and was instrumental in arranging the Weekend Training program and investment classes throughout the State.

The second item that was approved will also have significant impact on CSFMO. At our Monday morning business meeting, CSMFO membership approved an amendment to the by-laws that added a non-voting board member to act as liaison with special districts. Because of her previous involvement with CSFMO, the Board on Tuesday appointed Karen Brust

1999 Roster will be mailed later this month

1998 Annual Report enclosed

from San Diego County Water Authority to serve in this position until November. Karen has been asked to work with other special district members to put together some recommendations on how to handle the election for this Board position in the future.

Finally, the Board adopted the recommendation of the Annual Seminar Committee to hold the Year 2001 conference in San Jose.

continued on page 3

What's inside ...

President's Message	1
Dewey Evans Receives Distinguished Service Award	2
CSMFO Coaching Support Program	2
1999 CSMFO Goals	3
Debt and Treasury Committee Needs	3
CSMFO CAFR Award Winners	4
CSMFO Budget Award Winners	4
CSMFO E-mail Group List Provides Quick Answers	5
UCD Extension News	5
Chapter Meetings	6
Movin' On	6
Up the Ladder	7
A New City In California	9
Members' Professional Services	9
Special Attachment: CSMFO 1998 Annual Report	

Be heard!

Mini-News is always seeking input from all CSMFO members on topics in any department section.

It's your newsletter!

**California Society of
Municipal Finance Officers**
www.csmfo.org

Officers and Directors

President	Mary Bradley Sunnyvale
President-Elect	Derek Hanway Burbank
Past President	Howard Longballa Placentia
Secretary	Frances Medema Sacramento
Directors	Tim Hansen, San Leandro Bill Statler, San Luis Obispo Barbara Underwood, Solano Beach Harriet V. Commons, Fremont Paul Arevalo, West Hollywood

Committees

Administration

Paula Chamberlain, Pomona
Gary Hill, Lancaster
Irwin Bornstein, Mission Viejo

Annual Seminar

Dennis Danner, Newport Beach
Tim Hansen, San Leandro
Stan Lindsay, Santa Rosa

Budgeting and Management Reporting

David Spilman, Petaluma
Anita Bingham-Lawrence, Camarillo
Monica T. Potter, Livermore

Career Development

Don Rhoads, Monterey
Jesse Takahashi, Campbell
Jerry Rogers, Riverside

Debt and Treasury

Zane Johnson, Tracy
Bradley Grant, Merced
Bob Biery, Thousand Oaks

Intergovernmental Relations

Robert Torrez, Long Beach
John Guthrie, San Jose
John deRussy, San Mateo

Professional and Technical Standards

Karen Brust, San Diego
Genie Roberts, Temecula
Larry Hurst, Brea

Technology

Paul Arevalo, West Hollywood
Mark Alvarado, Monrovia
Bill Statler, San Luis Obispo

Scholarship/CFO Program

Ken Nordhoff, San Rafael
Candis Hong, Thousand Oaks
Bob Leland, Fairfield

Dewey Evans Receives Distinguished Service Award

Howard Longballa made the following presentation to Dewey Evans of the Distinguished Service Award at the annual conference in Monterey:

"I have the great honor and privilege of presenting today a Distinguished Service Award. This award, as the title implies, is for career distinguished service to CSMFO. Only 15 such awards have been issued in our organization's 42-year history. Some recent winners have been: Barbara Henderson, George Ferrone, Robert Biery, Nancy Hicks, Stan Linday and our most recent in 1997 Dan Harrison (LOCC). So you can see that today's honoree is indeed in worthy company.

A few of the career accomplishments of the individual that today we are honoring include: CSMFO Past-President, CSMFO Board of Directors, CSMFO Northern State Representative to GFOA, instrumental in creating CSMFO Career Development Committee, hosted the CSMFO Annual Seminar three (3) times, instrumental in starting up the LOCC Financial Management Seminars, President of LOCC Fiscal Officers Department, and also very involved with CMTA programming and activities culminating with being elected President.

It is my honor to present our organization's highest award to Dewey Evans, Finance Director of the City of Monterey."

CSMFO Coaching Support Program

Mike Dennis, Finance Director, Santa Monica

The Coaching Support Program is a voluntary opportunity for senior finance professionals ("coaches") to share their insights and experience with potential future finance directors, relatively new finance directors and others ("players"). Coaches and players will be supported by CSMFO through various kinds of training. In response to e-mail and hard copy survey forms, twenty-seven members indicated that they want to participate. The program should begin on a pilot basis this summer. Based on this initial program experience, a decision will be made at next years CSMFO conference whether or not to continue and expand the program. If you are interested or desire additional information, please contact Frances Medema at (916) 658-8218 or medemaf@cacities.org by March 31, 1999.

1999 CSMFO GOALS

1) Develop a Communications

Program: Increase networking and communication among all CSFMO members so that we can encourage membership participation and involvement, cultivate the next generation of finance officers, and expand interpersonal connections.

2) **Technology:** Expand the use of the Internet through training and free access. Expand resources on the CSMFO website. Expand the use of teleconferencing tools to provide more cost effective training and information opportunities.

3) **Training:** Enhance and expand accounting training offered to CSMFO members, especially for entry and midlevel staff, and provide GFOA certification review programs. Look at changes to the weekend training program to provide continuity and offer training on a broader basis. Produce pre-conference training programs on a collaborative basis with outside resources.

4) **Regional Presence and Membership Involvement:** Clarify and strengthen the roles of chapters and strengthen the committees so that we can increase member involvement throughout the organization.

5) **Community Communications:** Develop methods of providing more timely, brief, citizen-friendly reports for policy makers and the public at large to help in understanding local government finance.

Debt and Treasury Committee Needs Your Help

Zane Johnston, Finance Director, Tracy

CSMFO has a new standing committee for 1999, its called the "Debt and Treasury Committee". The new committee can trace its heritage to the old Cash Management committee with the added charge of debt management and issuance matters. The committee met at the conference in Monterey and identified several items which would be useful to CSMFO members.

The committee would like to ensure that at least two good banking services RFP's are available on the CSMFO web site. At least one of the RFP's should be applicable to small cities. If you have an RFP you would like to share with you colleagues, please forward a copy to me by either e-mail or regular mail.

Another RFP that would be of use on the web page is one for trustee/fiscal agent services. This may be a little harder to find, so if you have such a document, please do not hesitate to forward me a copy.

I prepared a special district administrative services RFP last year to solicit bids to administer Tracy's many Mello-Roos and Assessment Districts. The RFP also included requested services for arbitrage rebate calculation and continuing disclosure. I will have this posted on the web site, but other examples are encouraged.

It was also suggested that Government Code 53601 be posted on the web site in order to have a handy reference for investment guidelines. Questions to ask before joining a pool will also be made available.

The committee encourages other suggestions and concerns. Debt and treasury matters will continue in importance so good resources and training are always important.

President's Message continued from page 1

An outline of the CSFMO Goals for 1999 as adopted by the Board is detailed on this page. A lot of work has already begun on these goals, such as the approval of a Professional Services Directory to be developed by the Technology Committee for the CSMFO website. Also, the outline of a Connections Program is underway (see the separate article by Mike Dennis, who is leading this effort).. It will be one of my personal goals during the coming year to keep you posted on the actions taken by the Board. This will be accomplished in the Mini-News or through our E-mail group list.

We have set some major goals for the coming year, but I am confident that, with the excellent resources we have in our organization, we can accomplish them all.

CSMFO Mini-News

1400 K Street, Suite 400
Sacramento, CA 95814
(916) 658-8210

Fax: (916) 658-8240

E-mail: nguyenm@cacities.org

Website: www.csmfo.org

CSMFO CAFR Award Winners

The cities listed below have won the CSMFO CAFR Award for Outstanding Financial Reporting for fiscal year 1998. First time winners are **underlined and bold printed**. Special thanks go to Karen Brust, Director of Finance/Treasurer, San Diego County Water Authority, who oversaw the CAFR Award program.

Alameda	Corona	<u>Glendora</u>	<u>Milpitas</u>	Pico Rivera	San Diego	South Gate
Albany	<u>Coronado</u>	Hawthorne	Mission Viejo	Pinole	San Fernando	South Pasadena
Alhambra	Costa Mesa	Hayward	Modesto	Placentia	San Francisco	South San Francisco
Anaheim	Culver City	Hermosa Beach	Monrovia	Pleasant Hill	County	Stockton
Antioch	Cypress	Highland	Montebello	<u>Pomona</u>	San Gabriel	Sunnyvale
Apple Valley	Daly City	Indian Wells	Monterey	Porterville	San Jose	Temecula
Bakersfield	Danville	Irvine	Monterey Park	Poway	San Leandro	Temple City
Bell	<u>Delano</u>	<u>La Mirada</u>	Morgan Hill	Rancho Mirage	San Luis Obispo	Thousand Oaks
Bellflower	Del Mar	<u>La Puente</u>	Mountain View	Rancho Palos	San Marcos	Torrance
Benicia	Diamond Bar	La Quinta	Murrieta	Verdes	San Mateo	Tracy
Beverly Hills	Dinuba	Laguna Hills	Napa	Redondo Beach	San Pablo	Tulare
Brea	Dublin	Lake Elsinore	National City	Redwood City	San Rafael	Tustin
Buellton	El Segundo	Lake Forest	Newport Beach	Rialto	Santa Clara	<u>Twentynine Palms</u>
Burbank	Escondido	Lakewood	<u>Norco</u>	Riverside	Santa Clarita	Vacaville
Burlingame	Eureka	Lancaster	Norwalk	Rohnert Park	Santa Monica	<u>Vista</u>
Camarillo	Fairfield	Lathrop	Ontario	Rolling Hills	Santa Rosa	Walnut
Campbell	Folsom	Livermore	Orange	Estates	Scotts Valley	West Hollywood
Carlsbad	Fontana	Lodi	Oxnard	Rosemead	Seal Beach	West Sacramento
Cerritos	Foster City	Los Alamitos	Palmdale	Sacramento	Shafter	Westminster
Chino	Fremont	Los Gatos	Palm Desert	<u>Santa Fe Springs</u>	Signal Hill	Whittier
Claremont	Fullerton	Manhattan Beach	Palm Springs	St. Helena	Simi Valley	Woodland
Clovis	Galt	Manteca	Palo Alto	San Buenaventura	Solana Beach	Yorba Linda
Commerce	Garden Grove	Menlo Park	Paramount	San Carlos	Solvang	<u>Yucca Valley</u>
Concord	Gardena	Millbrae	Petaluma	San Clemente	<u>Sonoma</u>	

CSMFO Budget Award Winners

Congratulations to the following winners of the CSMFO Awards for Excellence in Budgeting for fiscal year 1998-1999. First time award winners are denoted with astericks (*). Special thanks go to David Spilman, Finance Director and Budget Awards Chair, City of Petaluma, and Anita Bingham-Lawrence, Director of Finance and Budget Awards Vice Chair, City of Camarillo, for their outstanding efforts in sending out 146 budgets for review.

<u>Operating</u>	Fairfield	Newman *	West Covina	Fontana	Fountain Valley	Morgan Hill
<u>Budget -</u>	Fontana	Orange	West Hollywood	Indian Wells	Indian Wells	Palo Alto
<u>Excellence</u>	Fountain Valley	Palmdale	Westminster	San Luis Obispo	Livermore	Redondo Beach
Antioch *	Fremont	Palo Alto	<u>Operating</u>	Santa Clara	Manhattan Beach	Sunnyvale
Brea	Gardena	Pomona	<u>Budget -</u>	Santa Rosa *	Mountain View	<u>Innovation in</u>
Burbank	Glendora *	Rancho Mirage	<u>Meritorious</u>	Temecula	Orange	<u>Budgeting - Excellence</u>
Campbell	Hayward *	St. Helena	Bell Gardens	<u>Capital</u>	San Clemente	Palmdale
Central Coast	Indian Wells	San Clemente	Carlsbad	<u>Budget -</u>	San Diego	<u>Innovation in</u>
Water Authority	Irvine	San Diego	Colton	<u>Meritorious</u>	San Luis Obispo	<u>Budgeting -</u>
Culver City	Lancaster	San Mateo	Escondido	Palmdale *	Santa Monica	<u>Meritorious</u>
Daly City	Livingston	Santa Ana	South Pasadena *	<u>Public</u>	Yuba City	Manhattan Beach
Del Mar	Los Gatos	Santa Maria *	<u>Capital Budget -</u>	<u>Communication</u>	<u>Public</u>	Palo Alto
Dinuba	Manhattan Beach	Simi Valley	<u>Excellence</u>	<u>Budget -</u>	<u>Communication</u>	Redondo Beach
El Cajon	Monterey	Stanton	Brentwood	<u>Excellence</u>	<u>Budget -</u>	San Diego
El Dorado	Monterey Park	Temecula	Campbell	Alameda	<u>Meritorious</u>	
Irrigation	Mountain View	Valley Center	Concord *	Buellton	Gardena	
Encinitas	Murrieta	Muni Water	Emeryville *	Encinitas	Lancaster *	

CSMFO E-mail Group List Provides Quick Answers

Share information, post inquiries and communicate quickly with CSMFO. It's free, and it's easy – so get started today!

How do I subscribe?

Subscribing is easy. Simply send an e-mail message to listserv@csmfo.org and type the words "subscribe members *your e-mail address*," or you can subscribe to both general and chapter lists from *website* www.csmfo.org. No information is needed on the subject line of the e-mail. You should be able to complete the entire process in a few minutes.

If you have any questions, contact Frances Medema, CSMFO Secretary, at (916) 658-8218, or e-mail medemaf@cacities.org.

UCDExtension NEWS

"Mello-Roos Financing: Fundamentals and Current Practices" and "Assessment District Financing: Fundamentals and Current Practices," both courses review the law, policy and implementation of popular financial instruments. The two

courses will be offered on Thursday, April 15th and Friday, the 16th from 9 A.M. to 4:30 P.M., at the Radisson Hotel in Sacramento. The \$245 (Thursday class - \$215 if enrollment is received by March 15) and \$215 (Friday class) enrollment fees include course materials and lunch.

A discounted fee of \$195 per course is offered to those enrolling in both courses. Enrollment must be received by March 15 to receive the fee discount. To request additional information or to enroll, call (800) 752-0881.

The American Institute of Certified Public Accountants (AICPA) is now accepting nominations for the 1999 AICPA Outstanding CPA in Government Award. The deadline for nominations to be considered for the 1999 award is April 1, 1999. The award will be presented at the AICPA's 16th Annual National Governmental Accounting and Auditing Update Conference, August 2-3, 1999, in Washington, D.C.

If you have any questions or require further information, please contact Joy Rothwell, Technical Manager, at (202) 434-9213 or via e-mail at jrothwell@aicpa.org

Line of the Month

"This was the best organized CSMFO Conference I have attended. The facilities were excellent. The conference program was filled with top-notch speakers. The conference committee did an outstanding job!"

Roberto Moreno
Finance Director, King City

Chapter Meetings

Central Valley Chapter

Date: Thursday, March 18, 1999
Time: 12:00 Noon
Place: City of Lodi
 Lodi Community Center -
 Hutchins Street Square
 Thomas Theatre
 125 S. Hutchins Street
Spkr: Alan Vallow
 Electric Utility Director
Topic: Electric Deregulation - What
 is this all about?
Tour: Tour & history of Hutchins
 Street Square Project
 Charlene Lange, Community
 Center Director
Rsrv: Vicky McAthie
 (209) 333-6800

Inland Empire Chapter

Date: March 18, 1999
Time: Attitude Adjustment
 at 12:00 Noon and
 Luncheon at 12:30 P.M.
Place: Cask N' Cleaver - Riverside
 1333 University Avenue
 Riverside, CA 92507
Spkr: Joe Aguilar, Senior Manager
 Vavrinek Trine, Day & Co.
Topic: Fraud Prevention
Cost: \$14.00 (Cash preferred,
 checks payable to Cask N'
 Cleaver)
Rsrv: Evelyn Hawes, Leslie Hill or
 John Morris at
 (760) 256-3531.

Remaining 1999 & 2000 Meetings

Thursday, May 20, 1999
 Thursday, July 15, 1999
 Thursday, September 16, 1999
 Thursday, January 21, 2000

San Diego County Chapter

Date: Thursday, March 18, 1999
Time: 11:30 A.M. (Mix and Mingle)
 12:00 Noon Luncheon
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla
Spkr: Rick Ashburn
 MBIA MuniFinancial
Topic: This month CSMFO and
 CMTA are pleased to
 present Rich Ashburn of
 MBIA MuniFinancial. Mr.
 Ashburn will be speaking on
 the topic "Continuing
 Disclosure Requirements for
 Government Issued Debt."
Rsrv: Joanne Hancock
 (619) 667-1125

Next Meeting

Date: Thursday, April 15, 1999
Time: 11:30 A.M. (Mix and Mingle)
 12:00 Noon (Luncheon)
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla

Orange County Chapter

Date: Thursday, March 25, 1999
Time: 11:30 A.M. - 1:30 P.M.
Place: The Turnip Rose
Spkr: Lester Wood
 Managing Director
 Fund Services Associates,
 Inc.
Topic: Dangers & Opportunities in
 the Investment of Bond
 Proceeds
Rsrv: Maria Mendoza
 (714) 562-3711

Next Meeting

Date: Thursday, April 29, 1999
Time: 11:30 A.M. - 1:30 P.M.
Place: Knotsberry's Farm
 Hacienda Room

Coachella Valley Chapter

Date: Friday, March 19, 1999
Time: 12:00 to 1:30 P.M.
Place: Palm Springs Convention
 Center
 277 N. Avenida Caballeros
 (north of Ramon Road)
 Palm Springs, CA
Spkr: Jerry D. Rogers
 Finance Director/Treasurer
 City of Riverside
Topic: "Training, Friendship, and
 Mentoring" also "Sailing into
 the New Millennium"
 1999 CSMFO Conference
 Updates
Rsrv: Judi Gayler
 (760) 323-8229

Movin' On

Jim Walker was Fiscal Services
 Manager for Palos Verdes Estates,
 but is now Accounting Manager for
 the City of El Segundo - Congratula-
 tions, Jim!!!

Mark Your Calendars For 1999

CMTA Annual Conference
 April 19-23, Brea

GFOA Annual Seminar
 May 23-26, Nashville, TN

League Annual Conference
 October 10-12, San Jose

Financial Management Seminar
 December 9-10, Monterey
 Conference Center/Double
 Tree

Up the Ladder

GRANTS ADMINISTRATOR - City of San Leandro, CA. Salary: \$4,997-\$6,073 per month plus excellent benefits. The City, centrally located in the S.F. Bay Area, is seeking a professional who will be responsible to identify grant sources that will support the city's municipal services. The ideal candidate will have excellent writing and analytical skills, in addition to having an extensive knowledge in federal, state, and private grant-in-aid funding sources. Requires a B.A. degree in a related field and 2 years experience in grant administration. Deadline to apply by Friday, March 26, 1999. Call the City's Job Hotline at (510) 577-3397 to receive an application or visit the City's WebPage at www.ci.san-leandro.ca.us to download an application. EOE

FINANCIAL PLANNING MGR - Santa Rosa, CA. \$62,340 - \$81,960. This position is responsible for financial analysis and modeling, budget development, and treasury management. Qualifications include 5+ years progressively responsible experience; strong interpersonal and communication skills; undergraduate degree in finance, economics or accounting, graduate degree preferred. Send resume and cover letter stating qualifications by 4/16 to: The Personnel Perspective, Attention: Finance 4, 575 West College Avenue #101, Santa Rosa, CA 95401, phone: (707) 576-7653; fax: (707) 576-8190; email: tp@sonic.net

FINANCE DIRECTOR - The City of Vallejo, population 115,000, is currently seeking applicants for the position of Finance Director. This full-service San Francisco Bay Area City has a total annual budget of approximately \$151 million. The Director reports to the City Manager and is responsible for the treasury, accounting, collections, utility billing, and management information systems. Vallejo looks to a bright future with continued growth in population, economic opportunity, and the redevelopment of its waterfront and downtown under the direction of a new City Manager and management team. Salary \$94,232 - \$114,540. Send resume, current salary and five work related references to: Chuck Neumayer, DMG-MAXIMUS, Inc., 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841, or email: recruit@dmgriffith.com. A detailed brochure is available by calling (916) 485-8102. Filing deadline: March 31, 1999.

REVENUE ANALYST - City of San Rafael, CA - (\$4,204 - \$4,868/mo) is seeking a high energy, self-motivated individual to perform professional level accounting functions related to billing, collecting and accounting of parking meter and grant revenues and other related revenue programs. REQ: BA with major course work in acctg, finance or related field and 4 years of increasingly responsible professional level accounting experience, with at least one of the requisite years of experience in cash management or cost accounting. Call for City application and supplement. (415) 485-3433, Human Resources, 1400 5th Avenue, San Rafael, CA 94915-1560. Deadline: 5:00 p.m. Mon, March 22, 1999. EOE

FINANCIAL SERVICES MANAGER - City of Palos Verdes Estates. Salary range \$3,648 - 4,560 (monthly). This position supervises two senior account clerks and performs highly technical accounting functions, general ledger maintenance, month and year-end closings, assessment district administration, data preparation to produce the City's annual budget and audit. Prior supervisory and governmental accounting experience desired. Position opened until filled. To apply submit resume and cover letter to: City of Palos Verdes Estates, 340 Palos Verdes Drive West, Palos Verdes Estates, CA 90274.

ACCOUNTANT - City of Paramount (54,000), CA (Salary \$35,316 - \$42,912 per year, and City pays employee's 7% share of PERS plus 3% deferred compensation.) Requires Bachelor's Degree or one year of comparable accounting experience. Responsibilities will include preparing journal entries, preparing expenditure and revenue reports, maintaining cost accounting records, preparing financial statements, reconciling bank and ledger accounts, interfacing with auditors, and assisting in the development of computerized accounting systems. Apply by: Friday, April 24, 1998. A City application must be completed. Faxed applications not accepted. Apply at: City of Paramount, 16400 Colorado Avenue, Paramount, CA 90723. Phone: (562) 220-2080.

ASSISTANT FINANCE DIRECTOR - City of Paramount, CA (\$53,352-\$64,824, and City pays employee's 7% share of PERS plus 3% deferred compensation; 2% @ 55 PERS retirement formula). Requires Bachelor's Degree in Business, Accounting, Public Administration, or related field and accounting or finance experience; CPA and supervisory experience desirable. Requires knowledge of accounting principles and the ability to prepare financial statements in accordance with GAAP. Will be responsible for the daily operation and supervision of the City's Finance Department. Responsibilities include preparation of the City's budget, analysis and preparation of financial reports in compliance with federal, state, and local laws preparing financial statements, interfacing with auditors, analysis and reconciliation of bank and ledger accounts, developing computerized accounting systems, preparing expenditure and revenue reports. Apply by: Friday, April 2, 1999. A City application must be completed. Faxed applications not accepted. Apply at: City of Paramount, 16400 Colorado Avenue, Paramount, CA 90723. Phone: (562) 220-2080.

ASSISTANT FINANCE DIRECTOR - City of Glendora, CA. (Salary: \$4,365-\$5,306/mo, plus management benefit package, including City paid PERS 2% at 55). Under the direction of the Finance Director/City Treasurer, the Assistant Finance director directly supervises the City accounting, auditing and information systems personnel; supervises the Management Analysts in charge of water billing, payroll, accounts payable and the cashier and assists in the planning, development, and control of the City budget. applicants must have any combination equivalent to a Bachelor's degree in Accounting, Economics, Business or a closely related field; and recent experience and training equivalent to three years of progressively responsible professional experience in local governmental accounting and finance, including at least one year in a supervisory capacity. Experience in computerized local governmental accounting and/or CPA desirable. City applications and resumes will be accepted until 100 applications are received or until March 31, 1999, at 5 P.M. For job flyer and City application call (626) 914-8206, or visit the City of Glendora Personnel Department located at 116 East Foothill Boulevard, Glendora, CA 91741.

continued on the next page

Up the Ladder continued

FINANCE DIRECTOR - Alameda County (pop. 1,356,100), located on the east side of the San Francisco Bay, is the sixth in size among all California counties. The County is seeking a Finance Director to lead a staff in the management of the County's finances and \$1.3 billion budget. This position reports to the Assistant County Administrator. Significant experience in debt, capital improvement, and redevelopment financing issues is required. The ideal candidate will be a proven manager and team leader who understands the technical as well as the practical, takes the initiative, and can roll up his/her sleeves to get the job done. Salary range is \$81,648 to \$109,308.

If interested in this opportunity, please submit your resume with current salary and the names and phone numbers of five work-related references to Bobbi Peckham, DMG-MAXIMUS, 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841, or E-mail recruit@dmg.maxinc.com. To request a detailed brochure, call (916) 485-8102. All resumes must be received by April 14, 1999.

CHIEF FINANCIAL OFFICER - Volunteers of America. Salary: DOE - expected in \$65K range. Located in Sacramento, California, the Volunteers of America desires a strong leader, team player, "big picture" person to assume responsibility for budgeting, general accounting, cash and investment management, information systems, purchasing and capital improvement financing for a progressive, financially sound non-profit agency. VOA has 33 diverse programs with 193 employees and a budget of \$10 million. The successful candidate will have a strong customer service and strategic focus to support business process needs throughout the organization. MBA or CPA and 3+ years of pertinent experience is required. Excellent benefits. The position is open until filled. To apply, send resume, cover letter and three work-related references to: Volunteers of America, Attention: CFO Recruitment, 530 Bercut Drive, Suite L, Sacramento, CA 95814.

**FINANCIAL SERVICES MANAGER/
ASSISTANT TREASURER**

- Salary Range: \$5,357 - \$7,205 per month. Under general direction, assists in the management and direction of the treasury function including the investment and management of the Authority's cash and revenues, developing the budget, rate modeling and setting, cash management, debt issuance and administration and financial planning. This position monitors developments including proposed legislation related to investments, banking, bond management, and related financial matters. Public presentations to the Board of Directors and member agencies and other groups will be required. Minimum qualifications include graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least five years of progressively responsible investment management, financial and rate analysis and budget development experience, preferably in a governmental agency or utility, at least three of which involved the investment and management of funds and supervision of professional staff or an equivalent combination of training and experience. Strong written and oral communication skills required. Resumes will not be accepted in lieu of an application. Submit Authority application by 5:00 P.M., March 31, 1999 to San Diego County Water Authority, Attention Human Resources Department, 3211 Fifth Avenue, San Diego, CA 92103, (619) 682-4299. SDCWA is an EOE.

TREASURY MANAGER - Budget and Finance Agency, City of Oakland.

The Position - The Treasury Manager oversees and is responsible for debt management, cash collections and management, investment of public funds, complex financial analysis, investor relations and disclosure, bond compliance, and overall division management, including personnel, budgets and performance measures.

Minimum Qualifications - Any combinations of experience and education that would provide the required knowledge and abilities will qualify. Typical qualifications would include: 1) Four years of progressively responsible supervisory public and/or private sector experience in investment banking, financial advising or financial management. Public sector debt management and/or asset management experience is highly desirable 2) bachelor's degree from an accredited college or university in finance, business administration,

public sector management or a related field. A Master's degree is desirable 3) Excellent oral and written communication skills; strong interpersonal skills. Ability to develop and maintain effective working relationships with those contacted in the performance of required duties, including elected officials, constituents and market participants. Strong public speaking skills 4) Knowledge of: capital markets; financial and investment management; public sector budgeting and accounting; management information and financial services technology; banking and financial services relations; and principles of effective leadership, perennial development and program/project management 5) Ability to manage and direct complex debt programs and multiple investment portfolios; prepare complex quantitative and qualitative analyses and reports in clear and concise written form; utilize the latest in computer technology and software, including proprietary debt management and asset management software; establish and maintain effective division procedures for record keeping and control; exercise sound, independent judgment within general policy guidelines.

Benefits - The City of Oakland offers an attractive salary and benefits package. The current salary is approximately \$89,484 to \$99,144 per year. The current benefits package includes: fully-paid PERS retirement (including 7% "employee" share paid by City); health, dental and vision plans for employees and dependents (including some for domestic partners), fully or partially paid, depending on plan selection; 12 days of sick leave and 13 paid holidays annually; paid vacation; City-paid professional memberships and partial education tuition reimbursement; deferred compensation and credit union services.

To Apply - Send a resume and cover letter to Cherly Thompson, Budget and Finance Agency, City of Oakland, at 150 Frank H. Ogawa Plaza, Suite 5215, Oakland, CA 94612-2093, or by fax: (510) 238-2059; confirmation phone: (510) 238-2220. Select candidates may be asked to submit additional information, including a City of Oakland application and responses to written questions, prior to determining eligibility for an interview. The position is open until filled; interested candidates should respond promptly. For additional information contact Ms. Thompson at (510) 238-2220.

continued

Up the Ladder continued

FINANCIAL ANALYST - Las Virgenes Municipal Water District, Calabasas, CA (Salary: \$3,918 - \$5,094/mo. plus excellent benefit package). The District is seeking applications for the position of Financial Analyst to coordinate the development of the District budget; make projections of annual cash flow; perform water rate analyses; research state and county master contracts for potential savings; research and pursue grant funding; supervise the purchasing, warehousing and inventory functions and staff; prepare annual reports, statements and disclosures; participate in year-end closing and audit activities; and complete a variety of special projects. The ideal candidate will possess significant experience developing complex budgets for public agencies; demonstrated success in grant writing and provide innovative approaches to budgeting. Excellent communication, coaching and leadership skills are essential. The ideal candidate will demonstrate a proactive, creative approach to problem solving and be a successful team builder. Requires bachelors degree in accounting, finance, business administration or economics. Apply by: April 15, 1999.

ACCOUNTING SUPERVISOR - City of Fountain Valley, CA. \$4,931-\$5,190-\$5,449-\$5,708-\$5,967/mo. plus benefits. Performs a variety of technical and administrative duties in supervising the City's accounting, investing, business license, payroll and water billing functions. Incumbent coordinates the budget and audit activities; prepares financial reports and maintains program budget activity; conducts accounting duties for the redevelopment program; prepares the annual State and Federal financial reports; prepares staff reports; supervises technical staff and performs other related duties as assigned. Requires BS in accounting or related field and 5 yrs financial experience; 3 yrs budgetary control, cost analysis and audit experiences; 2 yrs supervisory experience; municipal experience desirable. Apply by 4/8/99. To apply, call (714) 593-4409 or visit us at 10200 Slater Avenue, Fountain Valley, CA 92708, EOE.

FINANCE DIRECTOR - City of Los Altos, CA. The ideal candidate will have a strong finance background in municipal finance and local government budgets, proven leadership & management skills. Salary up to \$96,000 year plus excellent benefits. City pays PERS (2% @ 55). Open until filled. For an application and flyer call (650) 948-1491 ext. 219. City of Los Altos, One North San Antonio Road, Los Altos, CA 94022-3087.

Here's how to advertise your city's vacant position in the *CSMFO Mini-News*: Please email your announcement to nguyenm@cacities.org (attachment must be in rich text only), or fax to (916) 658-8240, attention Mai Nguyen. Your announcement should contain the following information: job title, city, salary, position description, and how to apply. The charge to advertise is \$8.00 per 40-character line. Please also include billing information, as billing will take place after the ad appears in the *Mini-News*.

Emailed or faxed job ads must be received by the 25th of each month for next month's insertion.

Note: It would be helpful if the job's filing date is at the end of the month, which allows people two to three weeks to respond.

A New City in California

Leisure World will become officially Laguna Woods (473rd city) in Orange County