

January, 2008

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JANUARY 2008 PRESIDENT'S MESSAGE

New Board Member Elected

A vacancy was created on the board of directors with the election of Viki Copeland to fill the remaining president-elect term. Using the provision in the CSMFO By-Laws for filling vacancies, the Board of Directors voted to fill the position with Agnes Walker, Finance Manager for the South Bay Regional Public Communications Authority.

Congratulations, Agnes, on your appointment!

New Year Resolutions

"Happy New Year!" That greeting will be said and heard for at least the first couple of weeks of January, as a new year gets



The Babylonian New Year celebration lasted for eleven days. Each day had its own particular mode of celebration, but it is safe to say that modern New Year's Eve festivities pale in comparison.

"Their most common resolution was to return borrowed farm equipment so as to begin the New Year with a clean slate."

under way. Although January 1 is the day that is celebrated as New Year's Day it has not always been so.

The celebration of the New Year is the oldest of all holidays. It was first observed in ancient Babylon about 4000 years ago. In the years around 2000 BC, the Babylonian New Year began with the first New Moon (actually the first visible crescent) after the Vernal Equinox (first day of spring). The beginning of spring was a logical time to start a new year. After all, it is the season of rebirth, of planting new crops, and of new buds and blooms. January 1, on the other hand, has no astronomical or agricultural significance. It is purely arbitrary.

It is said that early Babylonians started the tradition of making New Year's Resolutions. Their most common resolution was to return borrowed farm equipment so as to begin the New Year with a clean slate.

Some people believed that New Years Resolutions were once promises made to the gods, in the hope that the gods would grant them some favor in return, such as a good harvest. It was also believed that breaking of a New Year's resolution brought bad luck on the individual hence one was advised to be careful while making a New Year's Resolution.

Who knows what other resolutions the ancients made but according to

Continues on next page

OFFICERS, DIRECTORS AND STANDING COMMITTEES

President

Brad Grant, Merced

President-Elect

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Past President

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Devon Hood, DMH Management Services

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David Cain, Chino
Scott Johnson, San Jose

COMMITTEES

Administration

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Annual Seminar

Jesus Nava, Burlingame
Russ Fehr, Sacramento
Dennis Danner, Newport Beach
Mark Alvarado, Monrovia
Janet Salvetti, Stockton

Budgeting & Management Reporting

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Chu Thai, Beverly Hills
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Laura Nomura, Hemet
Agnes Walker, South Bay Regional Public
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Career Development

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Carolyn Dominguez, San Luis Obispo
Christy Pinuelas, Camarillo
Mary Bradley, Sunnyvale
Margaret Moggia, West Basin Municipal
Water District
Viki Copeland, Hermosa Beach
Jerry Rogers, Riverside

Fiscal Policy

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Josh Betta, South Pasadena
Irwin Bornstein, Mission Viejo
Julia James, South Gate
Scott Johnson, San Jose

Membership Benefits

Paula Chamberlain, Pomona
Steve Chapman, Moreno Valley
Joy Canfield, Escondido
Brent Mason, Riverside
Bob Torrez, Burbank
Lisa Hildabrand, Carlsbad

Professional & Technical Standards

Jesse Takahashi, Campbell
Sandra Schmidt, Las Virgenes MWD
Crystal Alexander, Culver City
Bill Statler, San Luis Obispo
Pauline Marx, San Francisco

Technology

John Adams, Thousand Oaks
Barbara Boswell, Lancaster
Mark Moses, Stockton
Julia James, South Gate
Bret Plumlee, La Quinta
Thomas Fil, Belmont

President's Message, *Continued from cover*

FranklinCovey's third annual New Years Resolutions Survey the top 10 resolutions for 2008 are ranked as follows:

1. Get out of debt or save money
2. Lose weight
3. Develop a healthy habit (e.g. exercise or healthy eating)
4. Get organized
5. Develop a new skill or talent
6. Spend more time with family and friends
7. Other
8. Work less, play more
9. Break an unhealthy habit (e.g., smoking, alcohol, overeating)
10. Change employment.

Instead of going with the perennial favorites and selecting from the top ten list, maybe there is another way to come up with a plan to make the upcoming year better than the year before.

Jill Geisler, Leadership & Management Group Leader, developed a list of ideas for "Getting the Most out of Life — Whatever Path You Take" by asking the following ten questions. Ms. Geisler suggests that answers to the questions will provide tips to improving our own happiness and that of our co-workers.

1. Who have we helped lately, with nothing in it for us but the joy of seeing others succeed?
2. What have we cared about so much that we would put it in writing? A sincere thanks? A love note? Praise for a job well done?
3. What tradition have we carried on — or started?
4. Which of our assumptions have we challenged lately?
5. How did we help someone have a great day at work? Do we know what their "great day" would be?
6. Who would say we have really listened to them lately? Really listened?
7. What risk have we taken recently?
8. What connections have we made or renewed?
9. What have we done for fun lately?
10. What question did we forget to ask?

Best wishes for a Happy and Prosperous New Year!

— Brad Grant

City of Merced, Finance Officer
CSMFO President

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2008 CSMFO Annual Conference

Tuesday, March 4 – Friday, March 7, 2008

Disneyland Hotel, Anaheim California

Have you registered yet for the Annual Conference at the Disneyland Hotel? We have a great program lined up as well as many opportunities for you to network with your peers and our commercial members. Don't forget to check the box on your registration form if you plan to attend our glamorous "Dollars & Diamonds" event when Disney closes down California Adventure's back lot just for CSMFO Thurs, March 6th. You may register online at www.csmfo.org or by mail.



Commercial Members/Vendors: Have you signed up for a booth at the Tradeshow or checked out how to increase your visibility to the largest group of representatives of California's public agencies through the other exciting sponsorship opportunities? The exhibitor packet may be found online at csmfo.org. Or, you may contact either Teri Anticevich, CSMFO Conference Coordinator, (taatla@aol.com/951-780-7997) or Marc Puckett, 2008 Host Committee Member (mpuckett@ci.costa-mesa.ca.us/714-754-5243) to discuss sponsorship opportunities.

— **Viki Copeland**

Co-Chair 2008 Host Committee

Keynote Speakers



Neal Peterson will open the conference at lunch on Wednesday, March 5, 2008. He will take you on a journey you will never forget of how he overcame physical disability, poverty and the humiliation of apartheid to compete in the most dangerous extreme sport – solo racing around the globe. It's a fascinating story of the sea, and one man's hope, determination and joy for life. Don't miss it!



Michael Abrashoff. Leading an unprecedented turnaround story, Mike Abrashoff took command of the worst performing ship in the fleet and made it #1 by changing the culture – not the crew. Performance on the ship Mike Abrashoff inherited was dreadful, but in the Navy, he didn't have the option to hire, fire or promote personnel.

What he could do was change the culture to elevate performance – and that's exactly what he did, making his ship the Navy's top performer. Come and hear his story at the opening session..

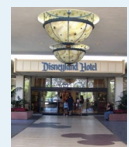
2008 CSMFO Annual Conference

Tuesday, March 4 – Friday, March 7, 2008 | Disneyland Hotel, Anaheim, California



"The Wonderful World of Finance"

Your 2008 CSMFO Annual Host Conference Committee is busily at work preparing for "The Wonderful World of Finance."



2008 HOST COMMITTEE

Debbie Moreno, Co-Chair

(Co-Chair), Assistant Finance Director, City of Anaheim

Viki Copeland, Co-Chair

Finance Director, City of Hermosa Beach

Teri Anticevich

L & A Meeting and Management Services, Inc.

Pamela Arends-King

Assist. Director of Finance & Management Services, City of Santa Ana

Ronnie Campbell

Assistant Director Administrative Services, City of Lakewood

Gavin Curran

Finance Officer, City of Laguna Beach

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Administrative Services Director, City of Newport Beach

Marc Puckett

Director of Finance/City Treasurer, City of Costa Mesa

Carol Jacobs

Administrative Services Director, City of Stanton

Bob Torrez

Financial Services Director, City of Burbank

Adina Vazquez

Senior Project Manager, District Admin. Services, MuniFinancial

Danielle Wood

Senior Consultant, NBS

Mark your calendars now to attend the **2008 CSMFO Annual Conference**. Visit the CSMFO website at www.csmfo.org for hotel information. Disneyland Hotel reservations are open. Be sure to book your room now to ensure your stay at the happiest place on earth. Watch for additional information in months to come. We look forward to seeing you in Anaheim.

2008 Annual Conference Contact List

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CSMFO Chapter Chairs

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Central Coast	Jennifer Sorrenson	805-237-3999	jsorensen@prcity.com
Central Valley	Melinda Wall	209/827-7099	melinda.wall@losbanos.org
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Channel Counties	Lettie De Dios	805/385-7475	lettie.dedios@ci.oxnard.ca.us
Coachella Valley	Nancy Klukan	760/323-8361	Nancy.Klukan@palmsprings-ca.gov
Desert Mountain	Cindy Prothro	661/723-6038	cprothro@cityoflancaster.org
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South San Joaquin	Judy Bier	559/891-2260	judyb@cityofselma.com

League of California Cities Director's Report – December 2007

By Irwin Bornstein, Assistant City Manager/Director of Administrative Services, City of Mission Viejo

As the Fiscal Officers Department representative on the League Board of Directors, I attended the Board of Directors meeting in San Jose on November 30-December 1, 2007. This was the first meeting of the year for the League Board, which is chaired this year by Jim Madaffer, Councilmember from the City of San Diego and President of the League for FY 2007-08.

As is now traditional for the first meeting of the year, the Board conducted its annual strategic planning session with the participation of other "League Leaders" (officers of League divisions and departments). The product of that effort was the adoption of following goals statement for the coming year:

2008 Strategic Goals

Building Sustainable Communities

The League of California Cities is strongly committed to advocating policies that support sustainable communities across our state that help build a strong economy, protect our environment and advance social equity in the following ways:

- **Enact Honest and Responsible Eminent Domain Reform.** Support enactment of eminent domain reforms that protect homeowners, such as the Homeowners Protection Act, and oppose proposals that would cripple the ability of state and local agencies to manage development, develop new water supplies, protect the environment, and develop affordable housing.
- **Protect Funding for Vital Community Services.** Vigorously oppose efforts to erode funding for vital community services that keep Californian families safe from crime, support transportation mobility and economic growth, provide housing and important after-school recreation opportunities, ensure orderly development and protect the environment. Funding for local community-based services and programs should not be sacrificed again to meet state revenue needs.
- **Green and Sustainable Cities.** Lead in the development of state and local policies, strategies and programs to protect the environment and reduce greenhouse gas emissions through more efficient and sustainable land use and building practices, increased energy efficiency and use of alternative/renewable energy sources, improved water supply and waste water treatment system efficiencies, expanded public transit, streets and roads, storm water management and other critical infrastructure.
- **Expand Infrastructure Investment.** Support continued implementation of the 2006 infrastructure bond program and the development of new funding sources and programs to meet the infrastructure needs of our rapidly growing communities in a sustainable way for water supply, wastewater treatment, public transit, streets and roads, storm water management and other critical infrastructure.
- **Enact Honest and Responsible Eminent Domain Reform.** Support enactment of eminent domain reforms that protect homeowners, such as the Homeowners Protection Act, and oppose proposals that would cripple the ability of state and local agencies to manage development, develop new water supplies, protect the environment, and develop affordable housing.
- Discussed the 2007 Legislative year and progress on the League's strategic goals. Early in 2007, the Governor called for "post-partisanship" and laid out ambitious goals in the areas of health care reform, expanding state investment in infrastructure to address water supplies and enacting redistricting reforms. However, budget conditions worsened during the year. Republicans were wary of certain health care reforms. Democrats were wary of the development of new reservoirs. And there was major partisan disagreement over the State budget, which took until late August to pass.

Nevertheless, the League made progress on its 2007 strategic goals. Regarding the Infrastructure goal, the League was successful in securing an allocation of \$550 million for local city transportation projects from the Proposition 1B bond funds, and became a leader in the discussions on legislation related to development in flood plains. In the area of Housing, the League worked to secure an appropriation and reasonable allocation criteria for the Proposition 1C housing and infrastructure bond money, and was successful "on defense" in defeating every major bill that would have undercut local land use authority over housing. On Eminent Domain, the League worked first with a coalition of local government, environmental and other groups to encourage the Legislature to place ACA 8 on the ballot. The Howard Jarvis Taxpayers Association first indicated their support for this effort, but ultimately decided to promote their own measure, which would have significant impacts far beyond eminent domain. ACA 8 became politically polarized and failed to pass. As a result the League led a drive to place on the June 2008 ballot a competing initiative measure that would provide eminent domain protection for homeowners.

- Heard a presentation from Senator Darrell Steinberg on SB 375. The Board had discussed this major piece of legislation at their July board meeting. Senator Steinberg heard the League's concerns and has made certain modifications to his bill. Vehicles alone account for as much as 40 percent of all

Continues on page 8

Reminder!!

DMH Management Services is now providing administrative support to CSMFO members.

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Presentation Skills for Finance Professionals

A One-Day Skills-Based Workshop

Presented by: Neil Kupchin, Kupchin Training Associates

Tuesday, February 5, 2008 | 8:00 a.m. - 5:00 p.m.

Sacramento Police Department, Hall of Honor

5770 Freeport Blvd #100, Sacramento, CA 95822

Registration Fee: \$250

(includes workshop, materials and lunch)

Registration Deadline: Friday, January 18, 2008

The workshop to be presented is skill-based, in that technique and strategies will be presented and discussed in detail during the morning session, while in the afternoon participants will have the opportunity to plan and deliver a presentation, which will be video-taped. Participants will receive constructive feedback and suggestions from the Consultant and other participants. The opportunity to view your own presentation on videotape and receive positive feedback and suggestions is critical to your success in making presentations.

The Workshop will be presented in three phases:

- 1) Preparing and Organizing the Presentation
- 2) Writing a Presentation Plan
- 3) Delivering and Evaluating the Presentation

Workshop topics include:

- The Four Essentials of Effective Presentation
- Defining and preparing Objectives
- Analyzing and Assessing Your Audience/Determining Style
- Writing a Presentation Plan: Introduction, Body/Content, Conclusion
- Positive Presenter Characteristics: Voice, Body Movement Enthusiasm, Eye Contact and Building Confidence
- Rehearsing, Presenting and Evaluating the Presentation
- Practice Presentation of Financial Information, among others

Great New Website Features!

Dear CSMFO Members,

With the hiring of a new management company, DMH Management, the CSMFO Board is pleased to announce a few new features on the CSMFO website. The Board believes these new features will be a great resource for you and it will help you take advantage of your CSMFO membership efficiently and frequently.

Some of the new features include:

- Electronically posting and make payments for Advertising Jobs On-Line- www.csmfo.org/jobs
- Renewing Membership Dues Online, including helping Colleagues Sign-up as New Members - www.csmfo.org/membership
- Register and pay for CSMFO Conferences and Events Online - events.csmfo.org

To fully access all the features on the CSMFO website, please go to www.csmfo.org and click on the Member Features. You will be prompted for a Member Login and Password. You can use your current email address and password to login, or you can request a new Member Login name for additional security. To obtain a Member Login name, click on



the link that says Click Here to get your password on the bottom left hand-side of the page. Type in your email address and click submit. Your Member Login and password will be e-mailed to you, and you can use this information to gain access to the Member Features section.

The first time you login, we urge you to double check your information including your contact/company information. To do this, click on My Account, and then click on "My Profile". Here you can double check your Profile and change your login name and password. Just make the appropriate changes and click Update at the bottom of the page.

If you have any problems visiting the website or logging on to the Member Features section please e-mail Devon Hood at dmhmgmnt@comcast.net or call (877-282-9183). The Technology Committee appreciates any feedback you might provide, and look forward to continuing to provide a valuable resource for information on finance management to the members of CSMFO.

Sincerely,

CSMFO Technology Committee

John Adams, Chair, City of Thousand Oaks

Barbara Boswell, Vice Chair, City of Lancaster

Mark Moses, Vice Chair, City of Stockton

Bret Plumlee, Vice Chair, City of El Segundo

Julia James, Senior Advisor, City of South Gate

Thomas Fil, Board Liaison, City of Belmont

Devon Hood, DMH Management

Debbie Michel, League of California Cities

Kirk Biglione, Oxford Media

Tom Misley, ActionLogic

John McElligott, League of California Cities



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Up the Ladder

See our website: www.csmfo.org for more listings

ACCOUNTANT – Maywood, CA. Salary \$3,346- \$4,066/mo. JOIN A GREAT TEAM OF PROFESSIONALS WORKING TOGETHER TO MAKE A DIFFERENCE!!!

Under direction of the Finance Director / Assistant City Administrator, the Accountant will be responsible for preparing journal entries and maintaining the general ledger, some accounts payables, all accounts receivables, bank reconciliation, and cost distribution. This position will also be responsible for budgetary control, financial statement preparation, grants accounting, and other financial transactions, and utilize accounting and financial

software designed for the use in the public sector.

We require a high school diploma and prefer a Bachelor's degree (or we'll help you get it!). We also require: bookkeeping or accounting training, and 2 years of relevant accounting experience, preferably in municipal government. Deadline is January 31, 2008. Submit resume and City application to financedirector@cityofmaywood.com. Visit www.cityofmaywood.com/downloads/jobs/CityApp.PDF for application. WE LOOK FORWARD TO HEARING FROM YOU!!!

ASSISTANT BUDGET MANAGER – Chandler, AZ. Salary Range: \$67,097 - \$93,928. Starting salary negotiable based on training and experience.

Closing Date: December 16, 2007

JOB OVERVIEW

The primary function of this employee is to organize, manage, and direct the day-to-day Budget Division personnel and operations and assisting the Budget Manager with the development of the City's annual operating and capital budgets.

DUTIES INCLUDE:

- Coordinates, plans, and supervises the day-to-day operations of the Budget Division team, including disciplinary actions, counseling and/or mentoring staff as necessary, hiring of staff when needed and annual performance reviews;
- Coordinates the completion, evaluation and review of the capital, operat-

Continues at right

Director's Report, Continued from page 5

greenhouse gas emissions statewide, and the most significant way to reduce such emissions from vehicles is to find ways to reduce total vehicle miles traveled (VMTs). SB 375 would encourage that. The bill now provides that if sustainable community strategies are adopted by a regional transportation planning agency, cities and counties that conform their general plan to the new plan would be eligible for certain CEQA relief. Future transportation funding, however, is no longer linked to the approval of such sustainable community strategies.

- Approved the 2008 League budget, which incorporates a dues increase of 3%. The League's general fund is estimated to have a reserve level of 57% of expenditures at the end of 2008, vs the target of 40%.
- Received a report from League staff on the success to date of League-sponsored financial services programs. These programs include:

the US Communities non-profit joint purchasing program, the California Communities joint powers authority bond financing program and the CalTRUST local government investment pool.

- Also heard a report from staff of the Institute of Local Government (ILG). ILG is the research arm of the League and the California State Association of Counties. Current ILG activities include the California Climate Action Network and Fiscal Stewardship. The goal of the California Climate Action Network program is to identify steps that local agencies can voluntarily take to reduce carbon emissions and to provide information for how communities can prepare for climate change. Fiscal Stewardship efforts include two recent publications: "Financial Management for Elected Officials" and "Municipal Finance Quick Reference." In addition, the Institute has prepared a one-page flyer that is intended to help local agencies

assist property owners who are considering filing an assessment appeal. For more information about these and other ILG activities, see www.ca-ilg.org.

The League plays a vital role in serving the interests of all California cities. The League will continue to need the expertise that city finance officers around the State can provide to assist them with their legislative advocacy and other efforts. Serving on one of the League's eight policy committees, helping with the annual Financial Management Seminar program planning, or serving as an officer of the Fiscal Officers Department are three ways you can help to support the League and at the same time strengthen local government and the municipal finance profession. If you would like to find out more about these opportunities to serve, please contact me or Harriet Commons, Finance Director of the City of Fremont and the President of the Fiscal Officers Department for 2007-08.

ing and revenue projections, recommends improvements in policies and procedures to ensure effectiveness of the Budget team's work;

- Directs Budget Division staff activities related to budget/CIP preparation, budget transfers, revenue and expenditure analysis, complex research and special projects for Budget Manager;
- Works with the Budget team to improve methods, communication, and customer satisfaction with other departments and general public;
- Assists with the development of procedures to facilitate monitoring revenues, expenditures, encumbrances, and capital projects in compliance with federal, state and municipal ordinances;
- Participates in various department committees or discusses in person or by telephone procedural issues related to personnel, financial, or budgetary applications;
- Coordinates with the Budget Manager, annual revisions to budget/CIP position analysis software modules and preparation manuals to be used for new budget cycle;
- Assists with preparation of financial information to be submitted to bonding agencies and consultants;
- Prepares, reviews, and coordinates quarterly budget status reports and other staff work in conjunction with the Budget Manager;

MINIMUM REQUIREMENTS

- Bachelor's degree in accounting, finance, business administration, or related field; and
- Four (4) or more years progressively responsible experience working with government budgeting and financial activities, preferably in a municipality; with two years supervisory experience or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Apply on-line by December 16, 2007.

This position is regular, fulltime and subject to a six month probationary period. The City of Chandler conducts pre-employment drug testing. All offers of employment are contingent upon negative drug test results. The examination process may vary if determined necessary.

ACCOUNTANT I (Redevelopment)

– **City of Carson, CA.** Salary \$4,092 - \$5,223 per month. Superior benefits, including CalPERS retirement 3% @ 60, CalPERS health plan and 4/10 work schedule

THE POSITION

Under supervision, to perform specialized entry level professional accounting work.

Education and Experience:

Requires a Bachelor's degree in accounting; professional level experience in redevelopment accounting is highly preferred.

APPLY BY: January 3, 2008. A completed City of Carson employment application and supplemental questionnaire must be submitted to be considered in the selection process.

APPLY AT: City of Carson, Human Resources, 701 E. Carson Street, Carson, CA 90745 or call to request an application packet at (310) 952-1736.



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FINANCE DIRECTOR – City of

Claremont, CA. Salary: \$118,680 - \$143,376. Located 30 miles east of downtown Los Angeles, Claremont is best known for its tree-lined streets,

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historic buildings and college campuses. Claremont is a vital, balanced community that provides a wide range of programs and services for all. The City Manager is seeking a dynamic and experienced Finance Director to organize, assign, manage, and coordinate all fiscal-related activities including: Long range financial planning, payroll, accounts payable and receivable, business licenses, management of the investment portfolio, analysis and recommendation of funding options, and budget preparation. The Finance Department has 6 fulltime staff members and manages an operating budget of \$33 million. The ideal candidate will have eight years of experience in municipal budgeting, accounting, and financial work, including supervisory experience. A Bachelors degree from an accredited college or university in business, accounting, public administration or a related field is required. A Master's degree is highly desirable.

Continues on page 10



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The annual salary range is \$118,680 - \$143,376. The City also offers PERS 2.5% at 55 and a generous benefit package. For additional information about this exciting opportunity, refer to the City website: www.ci.claremont.ca.us or call the Personnel Office at (909) 399-5447. A completed application is required. Please apply by February 15, 2008. EOE/DRUG FREE EMPLOYER

FINANCE OFFICER – City of Laguna Beach, CA. Salary: \$6,674 - \$10,008/mo. The scenic beachside arts community of Laguna Beach seeks an experienced team oriented leader to assist the Director of Finance and Information Technology in managing the City's Finance Division. Working with a staff of three the Finance Officer's responsibilities include administration of fiscal management programs including preparation of the City's annual budget, and working with the Director of Finance/IT to provide



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leadership, program development, and coordination of fiscal operations and services. This position provides a variety of high level, complex responsibilities and is an ideal opportunity for a candidate who desires to be a dynamic manager in a professional environment. Qualifications: any combination demonstrating the ability to successfully perform the duties of the position is qualifying. A typical combination would include a Bachelor's degree in accounting, public or business administration, a minimum of five years of responsible experience in municipal accounting or a closely related field, and possession of exceptional interpersonal, verbal and written communication skills. An advanced degree in a related field or CPA is highly desirable.

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<p>Mark Northcross mark@nhainc.net</p>	<ul style="list-style-type: none"> • Cities • Redevelopment Agencies • Special Districts • Transit Agencies • School Districts
<p>Lisa Liang Siemsen lisa@nhainc.net</p>	<p>999 Fifth Avenue, Suite 560, San Rafael, CA 94901 Tel: 415.506.3400 Fax: 415.506.3401 www.nhainc.net</p>

Express your interest by Friday, February 1, 2008 at 5 p.m.

Please submit a resume, salary history and at least five professional references to: City of Laguna Beach Personnel Office, 505 Forest Avenue, Laguna Beach, CA 92651 or gfriedman@lagunabeachcity.net (949) 497-0324.

Finance Director – City of Los Altos, CA. Salary under review. The Finance Director plans, directs, manages and oversees citywide financial activities and operations within the Finance Department, including budget preparation and supervision of accounting procedures. The Finance Director also provides advice on the City's investment portfolio and coor-

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ordinates assigned activities with other departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager.

Responsibilities include but are not limited to:

Manages and supervises the work of the Finance Department and develops goals, objectives, policies and procedures for the efficient operation of the department. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff and reviews progress and directs changes as needed. Prepares Comprehensive Annual Financial Report (CAFR)

Formulates Multiyear Strategic Financial Plan. Administers the City's budget system serving as budget officer and coordinates the preparation of the City's Service and Financial Plan.

Education and Experience: Graduation from an accredited four-year college or university is required, preferably with a major in Accounting, Financial Management, Economics, Business or Public Administration or closely related field, with an emphasis on Finance. Possession of a Masters in Finance or Public Administration degree and/or a certification as a Certified Public Accountant is highly desirable. Five years of progressively responsible municipal finance work or any equivalent combination of education and experience.

Knowledge of: Modern theory, principles and practices of governmental accounting and municipal finances and city government structure and manage-



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ment; principles of supervision, training and performance evaluation; pertinent federal, state and local policies, laws and regulations relating to public finance; generally accepted accounting principles and accounting reporting systems; internal control procedures; principles and theories of risk management; principles and techniques of managing investments;

Ability to: Develop and administer departmental goals, objectives and procedures; prepare clear and concise administrative and financial reports; analyze complex financial reports; develop and maintain efficient and effective financial systems and procedures; prepare and administer large and complex budgets; coordinate City financial programs and policies with Council, management and the community.

A completed City application and resume are required. Interested candidates may apply for the position online at www.calopps.org or mail or fax their application packet to Human Resources, City of Los Altos, 1 N. San Antonio Road, Los Altos, California 94022, fax: (650) 947-2731. City applications may be obtained in person at Los Altos City Hall, by calling the City of Los Altos Job Hotline at (650) 947-2766, or by visiting the City of Los Altos official website at www.ci.los-altos.ca.us. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

Those applicants most closely matching the qualifications and requirements of the position will be invited to par-

ticipate in formal interviews or other elements of the selection process. All employment offers are contingent upon passing a pre-employment physical, drug screen and fingerprinting. Prior to appointment, candidates will be required to pass a background check, at no cost to the candidate.

The recruitment for this position may close any time after 14 days from the date it opened if sufficient applications from qualified applicants are received. Candidates are advised to submit their applications as soon as possible. The first review of applications will be on Friday, January 4, 2008.

ACCOUNTANT – City of Mission Viejo, CA. Salary \$4,483 - \$6,053 Per Month. The City provides its full-time employees with excellent benefits, including a cafeteria plan with medical, dental and vision benefits, PERS 2.7% @ 55, access to deferred compensation savings plans, flexible spending accounts, and a generous annual leave program.

Current full-time vacancy scheduled Monday through Friday from 8:00 a.m. to 5:00 p.m. to work in the Administrative Services Department. Under general supervision, performs professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual and mid-year budgets; prepares year-end audit reports and schedules; and performs related work as required.

Examines and corrects accounting transactions to ensure accuracy; prepares journal entries and reconciles general ledger and subsidiary accounts.

Assists in preparation of quarterly and annual financial statements and footnotes; prepares numerous financial reports. Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems. Monitors cash receipts and reconciles monthly bank statements. Assists in preparing audit schedules for external auditors and assists the Accounting Manager during the annual auditing process. Inventories capital assets; maintains and updates capital asset, insurance, and bond activity accounting records; prepares related reports. Performs accounting and financial calculations and analysis. Provides training in the use of the City's computerized financial system and assists departmental personnel with proper expenditure coding, document processing and other accounting related activities. Reviews internal control procedures and makes process recommendations. May assume payroll or accounts payable responsibilities on a relief basis as required. Assists Accounting Manager with special projects as required. Performs other duties as assigned.

Requires equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a related field and two (2) years of professional governmental accounting and auditing experience. Apply by 3:00 p.m., December 21, 2007.

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For further information and application materials, call the City's 24-hour JobLine at (949) 470-3088 or visit <http://cityofmissionviejo.org>

MANAGER/RESOURCE MANAGEMENT – City of North Las Vegas.


NV. Salary \$70,459 - \$103,579/annually DOQ. Join the City of North Las Vegas, Southern Nevada's Employer of Choice! We offer:

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- Fully paid City Retirement Plan
- No State Income Tax
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- Excellent vacation/holiday leave plan

Working within the Resource Management Division of the North Las Vegas Police Department, we are seeking an exceptional candidate to plan, administer, manage and carry out a variety of department related projects. Leads, plans, trains and reviews the work of staff. This includes supervising staff engaged in performing technical and statistical analyses with a variety of significant department-wide programs and initiatives, ranging from development, approval and implementation of the operating and capital budgets to development of long range financial forecasts and analysis of operating and capital requirements. Position requires a Bachelor's degree from an accredited college or university in finance, business, economics, public administration or closely related field, plus six (6) years of progressively complex and professional experience

in accounting, auditing or budgeting, four years of which must be at the supervisory level. NCIC Certification is required within six months of hire.

Position is open until filled, but please apply early as recruitment may close at any time. A completed City application must be received and may be obtained by visiting our website at www.cityofnorthlasvegas.com, or by calling Human Resources at (702) 633-1500. EOE/AA



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BUDGET MANAGER – City of Oxnard, CA.

(Salary: \$5475-\$8760/mo + excellent benefits including PERS 2% at 55 & PARS 3% at 60).

This position is responsible for all aspects of budget development, preparation and monitoring. This position plans, organizes, and administers the work in the Budget and Capital Improvement Division of the Finance Department; and maintains the budget on the accounting system.

Requires possession of a Bachelor's Degree in accounting or business administration and four years of experience in professional accounting and financial work. A Master's degree and experience in Public Finance as well as budget development is highly desirable.

APPLY BY: 1/17/08 5:00 p.m. to the Human Resources Department, 300 W. 3rd St., 1st Floor, Oxnard, CA 93030. Applications and more information can be found on our website at www.ci.oxnard.ca.us or call (805) 385-7590. Resumes accepted only with completed application. EOE

LEGISLATIVE ANALYST – League of California Cities, Sacramento, CA.

Salary: up to \$52,000 DOQ. The League's current legislative analyst vacancy calls for a dynamic, results-oriented leader with a background in public administration, public finance or political science. This multi-faceted position demands excellent organizational, program management, prioritization, interpersonal and writing skills. Strong analytical skills to review and interpret complex legislation and regulations dealing with state and local government budgets, revenues and taxation are essential. This position actively supports the League's revenue and taxation lobbyist (legislative director), policy committee and related education activities.

The ideal candidate will have two to three years experience staffing budget and finance related issues within the Capitol, or revenue analysis, research or budgeting experience with a local government or state agency. Specific knowledge of local government revenue and taxation structures and issues is desired but not required. A bachelor's or master's degree in public administration, finance, political science or related field is required. Non-profit membership association experience is a plus. Key qualifications include:

- understanding federal, state and local government organizations and governing process
- knowledge of state budgeting process and local government revenue sources
- intuitive understanding of state, re-



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Other Benefits: Pre-tax options for childcare and/or health care expenses.

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APPLICATION PROCESS

Please e-mail cover letter, resume, and salary history or requirements to: ncoppinger@cacities.org or mail to:

League of California Cities
Attention: Norman Coppinger
1400 K Street, Ste. 400
Sacramento, CA 95814

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FINANCIAL SERVICES SUPERVISOR

– San Bruno, CA. Salary \$5,984.00 - \$7,343.00/mo.

Under the general supervision of the Assistant Finance Director, the Financial Services Supervisor performs technical and administrative accounting work including budgeting, purchasing, and maintaining the fiscal records and systems of the City. The incumbent manages the Department's revenue collections operations including utility billing, cashing and accounts receivable, and business taxes; supervise and evaluates personnel and provides assistance to management on special projects as necessary.

This is a Fair Labor Standards Act (FLSA) exempt position.

ASSISTANT MANAGEMENT ANALYST/MANAGEMENT ANALYST – San Diego County Water Authority, San Diego, CA.

Salary: \$4,506 - \$6,690/month. The San Diego County Water Authority is seeking an Assistant Management/Management Analyst in the Finance department to perform financial, budgetary, accounting, statistical, economic and other management analyses, and prepare related reports in support of the Financial Services division within the Finance Department.

A typical way of obtaining the knowledge, skills and abilities outlined

above is graduation from a four-year college or university with a major in information systems, business, public administration, accounting, economics, engineering, or the sciences; and professional experience in administrative, budgeting and management analysis at a minimum of two years for Assistant Management Analyst or three years for Management Analyst; or an equivalent combination of training and experience. Requires very strong Excel skills, along with a working knowledge of Word and Outlook; strong writing skills, communication and team building skills; ability to organize work and meet multiple priorities and deadlines; and ability to create and maintain complex spreadsheets. Note: Experience working with financial software systems such as PeopleSoft, Oracle, or SAP is highly desirable.

A valid California driver's license and the ability to maintain insurability under the Water Authority's Vehicle Insurance Policy are required.

Candidates are required to complete and submit a Water Authority job application by December 21, 2007. Resumes will not be accepted in lieu of a completed application. Applications may be obtained from the Water Authority's web site at www.sdcwa.org/opps/employment.phtml and shall be submitted to the San Diego County Water Authority Human Resources Department, 4677 Overland Avenue, San Diego, CA 92123, (858) 522-6516.

SENIOR FINANCIAL ANALYST – City of Tustin, CA.

Salary: \$5527- \$6749 per month. Under the direction of the Director of Finance, this management level position plans, organizes, and administers a variety of complex financial, budgetary, and administrative projects and studies; provides professional, analytical, and technical assistance to the Finance Director.

Education/Experience: Bachelor's degree in Public Administration, Public Finance or a related field, and additional certification or training that may be

Continues on page 14

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related to the position assignment and four or more years of increasingly responsible experience in management, budgetary, and administrative analyses and the management of City-wide studies and projects. (A master's degree in public or business administration or a closely related field may be substituted for one year of experience.)

Apply by 5:00 p.m. on January 18, 2008. www.tustinca.org, 714-573-3040. Please visit our website for a detailed description of the position/requirements and to download an employment application. EOE

**DIRECTOR OF BUSINESS SERVICES
– Santa Clara County Central Fire
Protection District, Los Gatos, CA.**
Salary: \$133,296 - \$162,012.

The Santa Clara County Central Fire Protection District, the second largest district in the County, located in the Town of Los Gatos, is seeking a Business Services Director.

Reporting to the Fire Chief, the Business Services Director is a high-level staff position responsible for all fiscal functions: accounting, financing, budgeting, purchasing, human resources, management information systems and

conducting financial feasibility studies on self-funded programs, annexations, mergers, and contracts.

The successful candidate will be a collaborative, team-oriented leader with a strong administrative background, including governmental accounting principles/practices, contracts administration, negotiating skills, MIS, technology and applications software; experience in human resources and labor relations. Requires 5+ years related experience, preferably in public sector; BA/BS degree in Accounting, Business Administration, Public Administration or related is desirable. Salary range is \$133,296 - \$162,012 annually, DOQ.

To apply, submit a letter of interest, resume, current salary and five work related references to: Bill Avery or Cris Piasecki, Avery Associates, 3 1/2 North Santa Cruz Ave. Suite A, Los Gatos, CA 95030 by the closing date of January 4, 2007. You may email your application to jobs@averyassoc.net. A formal job announcement is available at www.averyassoc.net/jobs.

Avery Associates
3 1/2 N. Santa Cruz Ave. Suite A
Los Gatos, CA 95030
Fax: 408-399-4423
Email: jobs@averyassoc.net

FISCAL MANAGER – Ventura Regional Sanitation District, Ventura, CA. Salary: \$78,582 - \$95,742 annually plus generous benefit package. Contact: Human Resources, Phone: (805) 658-4645. Deadline: 12:00 Noon, January 10, 2008

Enterprise public agency is seeking an experienced professional to direct, supervise and participate in the work of technical staff involved in performing all internal accounting functions for the District; coordinate development of the Districtwide budget; and provide administrative and technical support in the design, development and administration of accounting systems.

Requires 5 years of progressively responsible financial experience, including 3 years at the supervisory level, preferably in a public agency; and a Bachelor's degree in accounting, finance or a closely related field. Designation as a Certified Public Accountant (CPA) or a Master's degree in business or public administration is desirable.

Application material may be obtained at the Ventura Regional Sanitation District, 1001 Partridge Drive, Room 100, Ventura; by visiting our website at www.vrsd.com; or by calling (805) 658-4638.