

ABOUT THE COUNTY OF GLENN

The small town of Willows (population 6,505) is the county seat of Glenn County. Orland (population 7,501) is located approximately 16 miles north of Willows. This recruitment offers the successful candidate the opportunity to live in an area of moderately priced housing without the crowding, traffic and air pollution impacts of the more metropolitan areas.

Glenn County has a population of approximately 29,430, and is located in the heart of the Sacramento Valley in Northern California, midway between Sacramento and Redding. The west side of the county is the gateway to the scenic beauties of the rugged Mendocino coastline. The towering Sierra Nevada Mountains loom to the east of the county. The varied recreational facilities of Black Butte Lake, Stony Gorge, East Park Reservoir, and the Sacramento River are readily available to county residents. The climate is predominantly Mediterranean, with hot, dry summers and moderate to cool, wet winters. The eastern two-thirds of the county is very flat while the western one-third is very mountainous. Rich farmlands produce a wide diversification of crops.

The county seat at the City of Willows commands a striking view of the scenic mountainous Mendocino wilderness area. The city is a growing community and serves as a regional shopping center for the rapidly developing economy of this diversified agricultural area. Modern hospital and school facilities are available to residents of the county, as well as access to two colleges, California State University at Chico and Butte Community, located in nearby Butte County. Some college courses are also available in Orland and Willows. Parks in the county provide swimming, golfing, picnicking and a variety of other recreational opportunities. Residents have ready access to the sailing, camping, hiking, fishing, hunting, and other wildlife recreation activities offered by the Mendocino wilderness areas, and by numerous surrounding State and Federal water reservoirs.

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS, CA 95988

(530) 934-6451 FAX (530) 934-6452
TDD — No Voice: (530) 934-6444

**APPLICATION DEADLINE: A GLENN COUNTY APPLICATION AND RESUME
MUST BE RECEIVED IN THE GLENN COUNTY PERSONNEL DEPARTMENT BY
12:00 P.M., NOON, APRIL 30, 2012.**

GLENN COUNTY



*IS RECRUITING FOR THE
POSITION OF*

DIRECTOR OF FINANCE

THE POSITION

The Director of Finance reports directly to a five member elected County Board of Supervisors. The duties of the Director of Finance include, but are not limited to, the following:

- ❖ Develop, plan, direct and review the activities and operations of the Department of Finance including the functions of the offices of the county auditor, county controller, county treasurer and county tax collector.
- ❖ Pursuant to the budget policy established by the board of supervisors tabulate the proposed annual budget for the county and for those special districts whose affairs and finances are controlled by the board of supervisors.
- ❖ Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- ❖ Develop, plan, and implement department goals and objectives; develop and administer county fiscal policies and procedures.
- ❖ Prepare bid specifications for service contracts and equipment; review and recommend bid award; negotiate and administer contracts with service providers.

THE REQUIREMENTS

The successful candidate must satisfy any one of the following criteria from Government Code § 26945:

- a) Possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.
- b) Possession of a baccalaureate degree from an accredited university, college, or other four year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5091.1 of the Business and Professions Code.
- c) Possession of a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- d) Service as a county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

Or ⇔

The person appointed as the Director of Finance must satisfy any one of the following criteria from Government Code § 27000.7:

- a) *Service in a senior financial management position in a county, city, other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.*
- b) *Possession of a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.*
- c) *Possession of a valid certificate issued by the California State Board of Accounting pursuant to Chapter 1, (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.*
- d) *Possession of a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units or their equivalent, in accounting, auditing, or finance.*
- e) *Possession of a valid certificate issued by the Treasuring Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.*

ADDITIONAL REQUIREMENTS

Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen. Applicants will be required to pass a background investigation.

SALARY AND BENEFITS

- ◇ Annual salary \$82,804.80 - \$100,630.00 plus benefits.
- ◇ The County pays 1/2 of the employee contribution to Public Employee's Retirement System (PERS). 2.5% @ 55 Formula Retirement Plan.
- ◇ County group health, dental and vision plans for employees and dependents are available; with the County paying a portion of the employee premium. The County pays the premium for a group term life insurance policy, 50k, and also a short-term disability insurance policy.
- ◇ 12 paid holidays per year. 12 days sick leave per year with unlimited maximum accrual
- ◇ Vacation: 0 – 2 full years, 11 days; 3 – 12 full years, 16 days; 13 – 20 full years, 21 days; after 20 full years, 26 days.

- ◇ 80 hours of annual leave.
- ◇ 6% - 7% longevity depending on the total years of eligible service.

THE IDEAL CANDIDATE

- ◆ Will be skilled and knowledgeable in the principles and practices of budget preparation and administration, organization and personnel management, as well as principles of supervision, training and performance evaluation
- ◆ Possess effective oral and written communication skills.
- ◆ Has developed the interpersonal skills required to work with individuals of diverse backgrounds, of varying levels of education and of widely divergent experience.
- ◆ Is able to anticipate problems, set priorities, and effectively establish an appropriate course of action.
- ◆ Has good decision-making and judgment capabilities and shows good sense and fairness.
- ◆ Is able to work well with a five member Board of Supervisors through effective communications, completed staff work and a broad management prospective.
- ◆ Able to meet Federal/State/County-imposed deadlines.

SELECTION PROCESS

The selection process will consist of an application evaluation, an oral selection panel, and an interview. The most qualified applicants will be invited to appear before an oral panel in **May 2012**. The Board of Supervisors will interview the top rated candidates selected by the panel in **May 2012**. Candidates selected for appearance before the oral panel will be notified in **May 2012**. Applicants are encouraged to submit a résumé detailing their training and experience with the official application form.

NOTE: A RÉSUMÉ, ALTHOUGH HELPFUL, WILL NOT BE ACCEPTED INSTEAD OF THE GLENN COUNTY EMPLOYMENT APPLICATION.

The information in this announcement is general in nature and does not constitute an expressed or implied contract.

Glenn County does *not* reimburse applicants for any travel or related expenses incurred in connection with applying for employment.