

County of Ventura

invites applicants for

Director of Fiscal and Administrative Services

Base salary up to \$170,867 annually

May be eligible for an educational incentive of an additional 5%

Our County & Community

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura County is a "general law" county, governed by a five-member, elected-by-district-Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, operations, and to advise, assist, and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction. The county strives to actively promote diversity and inclusion to reflect and engage in our community.

About the Position

The Agency

Information Technology Services Department provides support in the operation of enterprise and departmental information technology systems; development and maintenance of application systems and technical networks; operation and maintenance of radio, microwave, telephone and data communication systems in support of the County's more than approximately 8,900 employees.

The Position

Under the administrative direction of the Chief Information Officer (CIO), the Director of Fiscal and Administrative Services will oversee and manage key functions of the Information Technology Services Department (ITSD) administration and fiscal divisions including, budget development for all divisions of ITSD; rate development for an Internal Service Fund (ISF) environment; department payroll; IT invoice processing; technology and consulting contracts; and directly managing approximately ten (10) non-technical staff.

The Ideal Candidate

The ideal candidate will exhibit the following:

- Formal training in public sector finance, including budgets, revenue, and cash flow statements, and capital asset planning and depreciation.
- Significant experience managing government fiscal operations including budget and rate development.
- Exemplary leadership skills required to develop, coach, empower, motivate, and manage staff.
- Impressive interpersonal and communication skills, including presenting information to executive leadership for decision-making.
- Experience in project management, implementation of policies, procedures, and processes in support of strategic plans, and fiscal responsibility.

This is an At-Will position and is exempt from the Civil Service Ordinance.

Experience & Education

Any combination of education and experience which would demonstrate possession of the required knowledge, skills, and abilities. An example of qualifying education and experience is the possession of a bachelor's degree in Business, Finance, Public Administration, or related field AND five (5) years of recent progressively responsible experience in administration, finance or accounting, which as at least four (4) years supervising professional level staff.

Desired:

- A Master's degree in accounting, finance, business administration, or a related field.
- Seven (7) years of recent experience in public sector finance, including budgets, revenue, and cash flow statements.

Compensation & Benefits

Current Annual Base Salary Range: \$122,048 - \$170,867 Annually

The County offers an attractive compensation and benefits package that includes the following:

General Salary Increase (GSI)

A GSI of 2.00% effective December 26, 2021.

Educational Incentive

Possible eligibility for an educational incentive of 2.5%, 3.5% or 5% based on completion of an A.A., B.A., or M.A. degree.

Pension Plan

Both the County and you contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS. Based on your hire date with the County, or eligible reciprocal hire date, your retirement plan will be:

For specific pension plan details, please contact VCERA at vcera.info@ventura.org or call them at (805) 339-2509.

Hire Date	Plan Benefit
Before June 30, 1979	2.18% @ age 60
Between June 30, 1979 - December 31, 2012	2.09% @ age 62
After December 31, 2012	2.00% @ age 62

Holidays

11 paid days per year which includes a scheduled floating holiday.

Executive Annual Leave

Accrues at a rate of 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service.

**Credit for prior public service may be considered (sec. 616A)*

Annual Leave Redemption

The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave.

Health Plans

Medical, Dental, and Vision Plans for you and your dependents. A flexible credit allowance of up to \$16,692 annually. This will increase to \$19,612 for the 2022 plan year effective December 12, 2021.

Flexible Spending Accounts

Increase your spending power by reimbursement with pre-taxed dollars for IRS approved dependent care and health care expenses.

Deferred Compensation

Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.

Other Benefits

Other benefits include: Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program.

Application Process

To APPLY for this exceptional career opportunity, please send a resume and a cover letter that illustrates all of the following:

- Your experience in preparing, analyzing, and managing budgets, including the complexity of the budgets, size, and nature;
- Your experience with rate development in an Internal Service Fund (ISF) environment;
- Your experience leading, managing, developing, coaching, and training staff in a functional unit. Include the titles, sizes, and functions of the staff you supervised.
- Making presentations to executive leadership, stakeholders, and/or boards;
- Your experience with creating policies and procedures and pursuing continuous improvement of those guidelines.

Also, if interested, you may do one of the following:

- Submit an on-line application at www.ventura.org/jobs and attach your current resume and cover letter.
- E-mail your current resume and cover letter to: Shannon.Antunez@ventura.org
- Mail a hard copy of your current resume to: Shannon Antunez, County of Ventura Human Resources, 1957-A Eastman Ave, Ventura, CA 93003

First review of applications is anticipated to be on May 17, 2021, to determine whether or not the stated requirements are met. All relevant work experience, training and education need to be included in order to determine eligibility. Review will be on a weekly basis thereafter.

Following an evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second/final interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

For further information about this recruitment, please contact Shannon Antunez by email at: Shannon.Antunez@ventura.org or by telephone at (805) 654-5014.