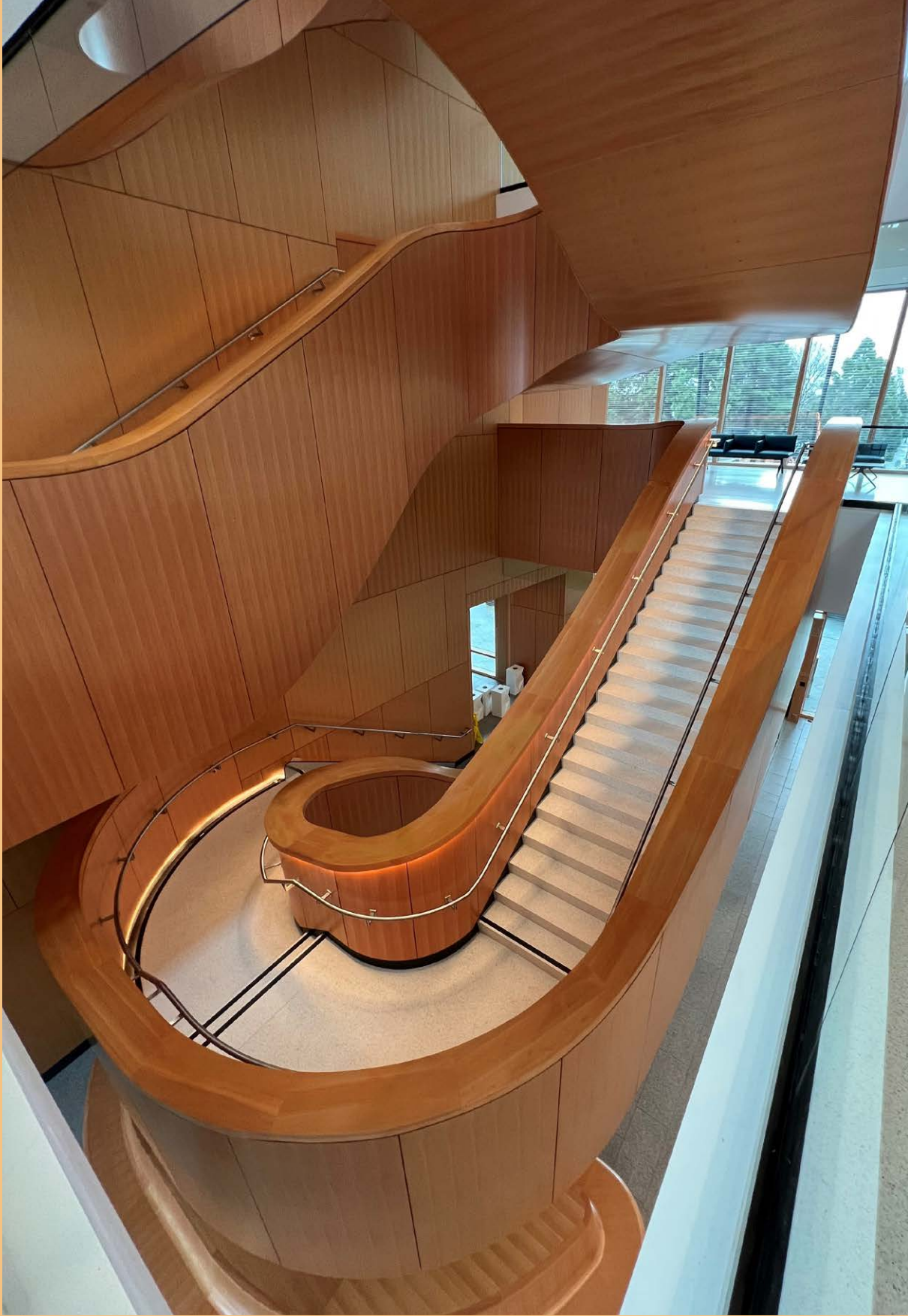


*Peckham & McKenney*  
*“All about fit”*



# Director of Finance

CITY OF SUNNYVALE, CALIFORNIA

## THE HEART OF SILICON VALLEY

With a population over 157,000, Sunnyvale is the seventh largest city in the San Francisco Bay Area and the second largest in Santa Clara County. Incorporated in 1912, the City has transformed from an agricultural community to the nexus of research, development, and manufacturing that created the Silicon Valley. Approximately 7,000 local businesses provide a rich mixture of goods and services, including many icons in tech, manufacturing, retail, and research and development. Sunnyvale's ten largest employers are Google, Apple, Facebook, LinkedIn, Intuitive Surgical, Amazon, Lockheed Martin Space Systems, Applied Materials, Cepheid, and iHealth.

In addition to being a center of technology and innovation, Sunnyvale is a city of quiet family neighborhoods, a vibrant and thriving downtown, strong schools, and a diverse community. Boasting a mild and sunny climate with easy access to metropolitan amenities and abundant natural beauty, Sunnyvale is an ideal location to live, work, and play. The



Caltrain station, located downtown, is only a few blocks from City Hall. The San Jose, San Francisco, and Oakland International Airports are easily accessible, and the Bay Area is home to many museums, theaters, concert halls, art galleries, and professional sports teams.

The City's parks and recreation system boasts 26 parks; facilities for golf, tennis, and swimming; a community center, senior center, and a library. Construction is underway for the new Lakewood branch library. Sunnyvale's historic downtown is home to a variety of local eateries and merchants, and hosts frequent art festivals, concerts, and a year-round farmers' market. Residents and visitors enjoy the Summer Music Series, the Hands on the Arts Festival, and many seasonal events throughout the year.

The City's Department of Public Safety has kept Sunnyvale ranked at the top of the nation's safest cities. Its pioneering model integrates police, fire, and emergency response, with every officer fully cross-trained as a police officer, firefighter, and EMT.

For more information about the City of Sunnyvale, please visit [Sunnyvale, CA | Home](#).

## THE ORGANIZATION

The City of Sunnyvale is a charter city, with a seven-member City Council and council appointed City Manager and City Attorney. The Council and City staff enjoy a positive and mutually respectful relationship. Sunnyvale provides a full range of services and maintains a workforce of approximately 955 regular full-time and part-time employees, and 300 casual/temporary employees, with six bargaining units. The 2024/25 Budget totals \$731 million with General Fund Expenditures of \$267 million. The City maintains issuer credit ratings of Aaa from Moody's Investors Services and AAA from Standard and Poors. Community surveys consistently indicate that residents and businesses are satisfied with the quality of the services and programs provided by the City.

## THE DEPARTMENT

The Department of Finance is responsible for the overall financial management of the City. The Department's core function is to maintain a strong, secure financial position for the City by providing a wide variety of financial and analytical services to staff, Council, and the public.

The Department of 59 employees is organized into six divisions: Accounting and Financial Services, Financial Management and Analysis,



Budget Management, Purchasing, Non-Utility Revenue Management and Special Projects, Utility Billing, and Capital or Special Projects.

## THE POSITION

Under administrative direction of the Office of the City Manager, the Director of Finance oversees and directs the financial affairs of the City,



including financial affairs of the City-owned public utilities. This position exercises professional judgment and discretion in formulating, managing, and controlling administrative and fiscal policies and in strategic planning for financial systems.

As the department head, the Director of Finance will establish long range goals and implement plans to continuously improve services provided by the Department; advise, facilitate, and problem solve with department heads, City Manager, and City Council on financial matters;

oversee the development of the City budget, including revenue forecasting, departmental budget reviews, and budget recommendations to the City Manager; coordinate audit activities with internal and external auditors; and prepare analytical, accounting, regulatory, and management reports as required.

## THE IDEAL CANDIDATE

The City of Sunnyvale is seeking an experienced professional who is willing to exercise independent judgment and initiative while always keeping the best interest of the City and its residents as a priority. A leader who imparts a service orientation to staff, inspires teamwork, builds relationships, maintains a positive and productive work environment, utilizes a participative management style, addresses and solves problems, and can make decisions and take effective action when appropriate is sought.

This is an excellent opportunity for a hands-on Finance Director with a breadth of financial services experience and skill in strategic planning. Candidates should be skilled at identifying problems in their early stages and be able to work collaboratively to develop the best solutions. The ideal candidate will have a broad knowledge base in the areas of financial planning and analysis, revenue projection and budgeting, accounting and financial reporting, public debt, and fund accounting. A candidate who understands the role of the

Finance Department in supporting and collaborating on the work of all other departments in a high-performing organization would be highly valued.

The Finance Director is a key member of the City's executive team and will help to define the City's vision and strategy.

Excellent project management and communication skills are essential to this position; the ideal candidate will exhibit an aptitude for clear, concise, and direct communication, as well as the ability to succinctly summarize complex financial information. The new Director will be expected to maintain positive relationships with and provide presentations to key City stakeholders, including the City Council, the City Manager, other department heads, and citizen commissions, as well as other members of the public.

## EXPERIENCE/EDUCATION REQUIREMENTS

Candidates must possess a Bachelor's degree in Economics, Accounting, Finance, Business or Public Administration, or a related field and at least eight years managerial experience in budget administration, fiscal operations, accounting, and auditing, with at least five years with a municipality or governmental agency. A current Certified Public Accountant (CPA) certificate and Master's degree is desirable.



## THE COMPENSATION PACKAGE

The annual salary range for this at-will position is \$309,968 - \$371,961, depending on qualifications.

The City offers the following excellent benefits:

**RELOCATION ASSISTANCE:** May be offered up to the full cost of relocation.

**MORTGAGE ASSISTANCE:** The City's program provides a low-interest rate loan, requires a 5% down payment, and a loan amount up to 10 times annual salary.

### CALPERS DEFINED BENEFIT PENSION:

- Classic members 2% @ 60 - Employees pay 3% of the employee contribution and the City pays 4%.
- PEPRAs members 2% @ 62 - Employees pay the full 7.5% employee contribution.
- The City does not participate in Social Security; however, it does participate in Medicare and the employee portion is 1.45%.



## SEARCH SCHEDULE

Filing Deadline:..... October 11, 2024  
Preliminary Interviews (telephonic): ..... October 21 & 22, 2024  
Recommendation to City:..... October 31, 2024  
Panel Interviews (In-Person): ..... November 12, 2024  
Finalist Interviews (In-Person):..... Week of November 18, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

**DEFERRED COMPENSATION:** The City contributes 2% of base salary to either a 457 or a 401(a) plan, subject to plan contribution limits.

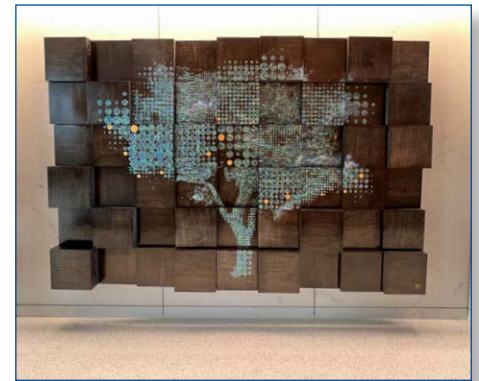
### HEALTH INSURANCE:

- Medical Benefits - CalPERS Health Plans with 100% of the premium for employee and eligible dependents paid by the City.
- Retiree Medical Insurance - Vesting schedule that increases after 5 years of service with the City.
- Dental & Vision - PPO or DMO with 100% of the premium for the employee and eligible dependents paid by the City.

**LIFE INSURANCE / AD&D:** Basic life/AD&D insurance equal to \$175,000. Optional supplemental life/AD&D insurance is available up to \$250,000.

**LTD / SALARY CONTINUATION:** Long-term disability coverage of 67% of monthly salary to a cap of \$11,000. Paid Medical Leave is available after 12-months of continuous employment.

**ANNUAL LEAVE:** Starts at 21 days (accrual tier negotiable); 70 hours management leave (prorated based on hire date); 30 hours floating holiday (prorated based on hire date); and 11 paid holidays.



## THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

**Peckham & McKenney**  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at [Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com) if you have any questions regarding this position or the recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)