

# Director of Financial Services

CITY OF MILPITAS, CALIFORNIA

MILPITAS  
CITY  
HALL

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EXECUTIVE SEARCH

## THE COMMUNITY

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. With a very diversified resident population of 70,817, Milpitas features quality schools and conveniently located neighborhood parks and shopping centers.

Milpitas is an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 70% and Milpitas' housing market remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. A new light rail line opened for service in 2004 and together with an extension of BART now in the construction phase, create a transit hub adjacent to the Great Mall facilitating high density transit oriented development

with over 1,000 housing units now being built. There are approximately 1,450 acres, or 2.6 square miles designated for various industrial uses. About 113 acres are vacant and available in parcels ranging from 3 acres to 35 acres. There are nine existing industrial parks and 438 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services.

The two largest employers in Milpitas are Cisco Systems and KLA-Tencor Corporation, with over 2,000 employees each. Other major employers are SanDisk Corporation; Linear Technology; and Flextronics Inc. Several of these top employers have made the City of Milpitas their corporate headquarters as well. Given the City's desirable location for high-tech industry, the daytime population of Milpitas doubles to 130,000.

Thirty-one community parks are maintained by Milpitas, in addition to one dog park and 20 tennis courts. The City provides a

multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth programming and senior activities and services.

## THE ORGANIZATION

Incorporated in 1954, this bustling general-law city is supervised by a council-manager form of government. The Milpitas City Council is the flagship decision-making body that appoints members to many commissions that serve in advisory capacities. The Mayor is an elected position, as are all the council seats. Mayors serve two-year terms; council members have four-year seats.

The City Council makes the ultimate planning and policy decisions for residents, and oversees the City's \$120 million budget with 320 full-time employees. There are 16 advisory commissions on which residents can participate – the Planning Commission, Arts Commission, Youth Advisory Commission, Library Advisory Commission and Senior Advisory Commission to name just a few.

Issues challenging most commissions and City Councils these days are development, quality of life, and how to streamline traffic bottlenecks that plague this region at commute times.

For a wealth of additional information on the City of Milpitas, both the community and the organization, please visit the City's website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov).



## THE DEPARTMENT

The new Director who will report directly to the City Manager will lead a full service Financial Services Department with a staff of 22 full-time employees and a \$3.3 million dollar budget. The department is comprised of financial planning and analysis, accounting, payroll, purchasing, investments, utility billing and collection, risk management, and internal audit. S/he will manage and coordinate the work of professional, technical, and clerical staff and will direct the preparation of the annual operating budget and monitoring of same; prepare financial statements, projections and analyses; and maintain sufficient internal controls to insure the integrity of departmental financial responsibilities.

The new Director will assume leadership of a department that has built a solid reputation for professionalism, competence, and customer service.



Recent accomplishments of the department include:

- Achieved a general credit rating of "AAA" by Standard and Poors.

- Received the "Distinguished Budget Presentation Award" from GFOA and the "Excellence in Operating Budgeting Certificate" from CSMFO.
- Receipt of the "Certificate of Achievement for Excellence in Financial Reporting" from GFOA.

## KEY ISSUES AND PRIORITIES

In preparation for the recruitment of a new Director, the City identified the key priorities to be addressed by the successful candidate.

### *ADVISOR*

The Director position is expected to serve as a consultant and advisor to the Mayor and City Council, City Manager, and executive staff. This role is extremely important and must provide a sound financial vision and be assumed with competence, creativity, judgment, and sensitivity by the new Director.

### *FINANCIAL PLANNING*

The Director is a key member of the City's budget and financial planning team. The Director has the responsibility for the development of the annual budget.

### *FISCAL POLICY*

The Director will provide the organization with leadership and expert advice on the development, periodic update, and implementation of the City's fiscal policies. These policies



address such areas as reserves, debt, investments, and expenditure practices.

### *DEBT*

The City is making and will continue to make significant investments in the community's infrastructure that may require the City to secure financing through a variety of sources including bonds.

## IDEAL CANDIDATE

The new Director will be an experienced finance professional with significant leadership experience in a diverse and complex organization. The City desires an executive with outstanding interpersonal and managerial skills, as well as a willingness to work cooperatively and collaboratively with all City departments. This is a unique opportunity as the former Finance



in a public agency including at least 2 years of supervising professional and technical staff.

background investigation, reference checks, and possible site visit by representatives of the City of Milpitas.

## THE COMPENSATION

The salary range for this tremendous opportunity is from \$135,088 to \$190,264 depending on qualifications. In addition,



Director, Ms. Emma Karlen, has been promoted to Assistant City Manager and will be available to assist, train and mentor the new Director of Financial Services.

It is expected the new Director will be well balanced in all areas of municipal finance, will have excellent oral, written, and presentation skills, and will be able to develop solutions to problems in a collaborative fashion. S/he will be comfortable in a position that has broad parameters of responsibility, will demonstrate strong leadership and will focus on both internal and external customer service and will remain flexible and unbiased, with a high level of integrity at all times.

Bachelor's degree in Business or Public Administration from an accredited college or university with major course work in accounting, auditing, and finance is required. An advanced degree, such as an MBA with emphasis in finance or accounting is desirable. Possession of a current Certified Public Accountant certificate is preferred. Also required is at least five years experience with increasing responsibility in financial accounting, budgeting, auditing, investing and finance administration

## SEARCH SCHEDULE

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Closing Deadline .....            | April 13, 2015                  |
| Preliminary Interviews.....       | April 15 through April 27, 2015 |
| Recommendation of Candidates..... | April 29, 2015                  |
| Finalist Interview Process .....  | May 7, 2015                     |

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

the City offers an excellent benefit package that includes membership in PERS (2% at 60 or 2% at 62 – three year average salary); Calpers Medical Plans, vision, life, short and long-term disability insurance, dental coverage, \$75/mo deferred compensation-employer's contribution, Section 125 flexible spending plan and competitive leave benefits.

## THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.

## THE CRITERIA

Appointment will be based on best fit, competency, education, training and experience as it relates to the position of Director of Financial Services, successful completion of a thorough



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