



Chief Financial Officer San Rafael, Marin County, CA



Marin County

Located in the North Bay Area across the Golden Gate Bridge from San Francisco and across the Richmond Bridge from Berkeley and Oakland, Marin County is an economically and culturally diverse community of about 250,000 residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills and scenic valleys. The mild year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.



Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

www.gansgans.com



Housing Authority of the County of Marin

Established in 1942, the Housing Authority of the County of Marin is a public corporation and one of the largest providers of affordable housing in Marin County. MHA is an independent agency of the County of Marin. In addition to being a housing provider, MHA is also a community resource and advocate for the residents of Marin County. MHA's total annual revenue stream is approximately \$48.3 million and MHA has approximately 45 employees. MHA's non-management staff (about 65% of all staff) is represented by SEIU Local 1021.

Over the years, MHA has successfully expanded the types of housing programs and services it provides to its residents and the entire community. MHA is proud to offer more than just housing to its residents, thanks to solid partnerships with countless organizations that continue contributing to MHA's success and ability to serve the community. MHA has implemented programs such as family self-sufficiency, home ownership assistance, Housing Opportunities for People with AIDS, and Shelter Plus Care programs.

Although Marin County has one of the highest per capita incomes of any county in the United States, housing within the County is no longer affordable for many low- and moderate-income residents. Households that work full time at low-wage jobs find it difficult to secure affordable housing. MHA is actively engaged in strengthening the region's housing safety net.

Property Portfolio: MHA serves thousands of low- and moderate-income individuals through its various programs. The Housing Choice Voucher Program manages over 2,100 vouchers; the Public Housing Program manages about 500 units scattered across six complexes; and the MHA-owned portfolio has acquired and/or developed four sites consisting of 80 units.

MHA's public housing stock was built between 1940 and 1970. Several complexes have received design awards, and MHA's largest public housing complex is designated on the National Register of Historic Place and its architect was an understudy of Frank Lloyd Wright. Currently, one of MHA's primary goals is to revitalize most of MHA's public housing stock.

Governing Structure

MHA is governed by a Board of Commissioners that consists of seven members comprised of the five elected members of the County Board of Supervisors and two appointed resident commissioners. The Board of Commissioners is an energetic Board with expectations for a collaborative and transparent approach, and for timely and effective communication. The Board of Commissioners is committed to providing affordable housing to low- and moderate-income families, the elderly, and the disabled.

Summary

The position of Chief Financial Officer for the Housing Authority of the County of Marin (MHA) is an extraordinary career opportunity to join a vibrant, high-performing housing authority. MHA serves over 12,000 low- and moderate-income individuals in Marin County through a wide range of programs and services. The next Chief Financial Officer will assume leadership of the financial functions of a forward-thinking organization dedicated to reinventing and expanding its important role supporting this dynamic community.

The ideal candidate will be strategic in thinking and planning to help guide the organization. Further, the ideal candidate will be equally adept in building, managing and motivating a staff focused on getting right the details which allow the organization to function smoothly and satisfy multiple financial and regulatory stakeholders. This position requires superb communication and organizational skills, and commitment to providing excellent customer service.

Position Description

CHIEF FINANCIAL OFFICER

DEFINITION

Under administrative direction, develops, plans and manages Agency financial and administrative functions and activities including financial and fiscal management of budgets, financial statements and funding source reporting, administrative operations for the Agency including personnel, risk management, purchasing, accounting and payroll and information systems technology; serves as a member of the Agency's management team and provides expert professional assistance to Agency management staff in administration and fiscal management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Provides administrative direction to professional staff and general direction to administrative support staff.

CLASS CHARACTERISTICS

This is a single position administrative management class oversees and participates in the Agency's budgetary and fiscal activities, including investment and budget development and manages the administrative services and personnel management divisions of the Agency including information systems technology, payroll and employee benefit administration, purchasing, risk management, insurance and related operational services.

EXAMPLES OF DUTIES (Illustrative Only)

- Manages and oversees the daily operations, activities and performance of professional and support staff in accounting and administrative services including personnel, payroll, general services, purchasing, information technology, workers' compensation and risk management.
- Plans, organizes, administers, reviews and evaluates the work of professional and technical support staff.
- Oversees the selection, training, and professional development of staff; authorizes and implements disciplinary actions as required.
- Provides policy and procedural guidance and interpretation to staff.
- Prepares draft budgets for Agency divisions, and works with subsidy formulas for all Housing Programs.
- Develops, reviews and implements Agency policies, ordinances and procedures to meet legal requirements and operational needs.
- Coordinates the production and administration of the annual budget for the Agency; calculates cost distribution; provides for financial forecasting and planning; monitors the adopted budget and prepares periodic budget reviews for management and the Board of Supervisors.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares comprehensive annual Financial Statements, including narrative, financial and statistical data; ensures that financial transactions meet all federal, state and funding agency guidelines and regulations and are submitted in a timely manner.
- Maintains an effective investment portfolio and ensures that fund accounting and reporting systems are within the guidelines established by the agency and State, Federal, and other funding organizations.
- Oversees, coordinates and provides information required for the annual financial audit; responds to and implements the recommendations.
- Oversees information technology functions including telephone systems; prepares requests for proposal and works closely with consultants and vendors to achieve an effective, agency-wide information technology system.
- Develops and oversees an effective purchasing and inventory control program; ensures that Agency resources are allocated in a cost-effective manner.
- Oversees and participates in agency-wide risk management, safety and insurance programs; coordinates activities of third party administrators in the provision of liability, workers' compensation and employee insurance and benefit programs.
- Coordinates the acquisition and maintenance of office equipment and systems.
- Serves as a member of the agency's management team, including strategic planning, coordinating inter-agency projects and acting in an advisory capacity for agency-wide issues.
- Prepares a variety of policies, procedures, correspondence, contracts, reports and other written materials.
- Prepares and files a variety of reports as required by various funding and regulatory agencies.
- Perform other related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency and housing authority financial functions including governmental accounting, auditing and reporting and applicable laws, codes and regulations.
- General administrative principles, negotiating techniques, management principles; budget preparation and administration and capital project financing.
- Principles and practices of technical operations of public housing.
- Principles and practices of public agency purchasing, inventory control and contract administration.
- Principles and practices of risk management including insurance and safety program administration.
- Principles and practices of public service personnel including labor relations, employee relations, progressive disciplinary procedures, hiring practices and recruitment and selection.
- Principles and practices of supervision including staff goal setting and development, performance evaluation and supervision of staff.

- Techniques for dealing with a variety of individuals from various socio-economic, cultural backgrounds.

Skill in:

- Planning, administering, coordinating, reviewing, evaluating and participating in a comprehensive public agency financial management program.
- Analyzing and solving problems, identifying and choosing appropriate decisions, making judgments on all decisions and realizing ramifications or possible impact of each decision.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Interpreting, applying and explaining complex State and Federal laws, codes, regulations and ordinances pertaining to public housing accounting, fiscal reporting requirements, financial documents and compliance.
- Maintaining accurate financial records and preparing clear and accurate reports for regulatory, informational, auditing and operational use.
- Selecting, training, motivating and evaluating the work of professional and support staff directly and through subordinate managers.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Dealing tactfully and effectively with government officials, representatives of outside groups and interests, tenants, employees, the general public.
- Operating standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work and five years of management or administrative experience in fiscal management, accounting and/or administrative service functions in a public agency setting. Possession of an advanced degree and experience, which will have provided knowledge of HUD accounting and financial reporting systems, are desirable. CPA preferred.

Physical Demands:

While performing the duties of this job the employee is frequently required to sit for extended periods of time, talk and hear within standard ranges. The employee is required to walk, use hands to finger, handle, or feel objects, tools, or computer controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is performed in a normal office setting with moderate noise levels.

To Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Diane Martin-Johnson
Gans, Gans & Associates, 7445 Quail Meadow Road, Plant City, FL 33565
Phone: (813) 986-4441 ext. 7121 office/(813) 463-3303 mobile
Fax: (813) 986-4775
E-mail: diane@gansgans.com

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

*Marin County, CA

Marin County is a county located in the San Francisco Bay Area. As of the 2010 census, the population was 252,409. Its county seat is San Rafael. Marin County is included in the San Francisco-Oakland-Hayward, CA Metropolitan Statistical Area (San Francisco Bay Area) across the Golden Gate Bridge from San Francisco.

San Quentin Prison is located in the county, as is George Lucas' Skywalker Ranch. Autodesk, the publisher of AutoCAD, is also located there, as well as numerous other high-tech companies. The Marin County Civic Center was designed by Frank Lloyd Wright and draws thousands of visitors a year to guided tours of its arch and atrium design. In 1994, a new county jail facility was embedded into the hillside nearby. Marin County's natural sites include the Muir Woods redwood forest, the Marin Headlands, Stinson Beach, the Point Reyes National Seashore, and Mount Tamalpais.



The United States' oldest cross country running event, the Dipsea Race, takes place annually in Marin County, attracting thousands of athletes. Mountain biking was invented on the slopes of Mount Tamalpais in Marin.

Geography

According to the U.S. Census Bureau, the county has a total area of 828 square miles, of which 520 square miles is land and 308 square miles is water. It is the fourth-smallest county in California by land area.

Geographically, the county forms a large, southward-facing peninsula, with the Pacific Ocean to the west, San Pablo Bay, and San Francisco Bay to the east, and – across the Golden Gate – the city of San Francisco to the south. Marin County's northern border is with Sonoma County.



Most of the county's population resides on the eastern side, with a string of communities running along San Francisco Bay, from Sausalito to Tiburon to Corte Madera to San Rafael. The interior contains large areas of agricultural and open space; West Marin, through which State Route 1 runs alongside the California coast, contains many small unincorporated communities whose economies depend on agriculture and tourism. West Marin has beaches which are popular destinations for surfers and tourists year-round.

Notable features of the shoreline along the San Francisco Bay include the Sausalito shoreline, Richardson Bay, the Tiburon Peninsula, Ring Mountain, and Triangle Marsh at Corte Madera. Further north lies San Quentin State Prison along the San Rafael shoreline.

Education

The k-8 and high schools of Marin, both public and private, are award winning and highly desirable.

Colleges and Universities

Dominican University of California

College of Marin - Kentfield, Indian Valley

Dominican University of California - San Rafael

Golden Gate Baptist Theological Seminary, Strawberry Point

San Francisco Theological Seminary - San Anselmo

Things to Do in Marin County

Muir Woods National Monument

Sausalito Houseboats

Sunday Marin Farmers Market

Point Bonita Lighthouse

Point Reyes National Seashore

Angel Island State Park

Hog Island Oyster Company

Golden Gate National Recreation Area

Marin County Civic Center

Martin Griffin Preserve

Muir Beach

In addition Napa/Sonoma wine country is just an half hour drive away.



**San Rafael is a city and the county seat of Marin County, California. The city is located in the North Bay region of the San Francisco Bay Area. As of the 2010 census the city's population is 57,713.

History

What is now San Rafael was once the site of several Coast Miwok villages; Awani-wi, near downtown San Rafael, Ewu, near Terra Linda, and Shotomko-cha, in Marinwood. Mission San Rafael Arcángel was founded in what is now downtown San Rafael as the 20th Spanish mission in the colonial Mexican province of Alta California by three priests—Father Narciso Durán from Mission San José, Father Abella from Mission San Francisco de

Asís, Father Luis Gíl y Taboada from La Iglesia de Nuestra Señora Reina de los Angeles—on Dec. 14, 1817, four years before Mexico gained independence from Spain. Mission San Rafael Arcángel was located a donkey's day walk to the mission below it. The mission and the city are named after the Archangel Raphael, the Angel of Healing.

The mission was originally planned as a hospital site for Central Valley American Indians who had become ill at the cold San Francisco Mission Dolores. Father Luis Gil, who spoke several Native American languages, was put in charge of the facility. In part because of its ideal weather, San Rafael was later upgraded to full mission status in 1822. The mission had 300 converts within its first year, and 1,140 converts by 1828. The Mexican government took over the California missions in 1834, and Mission San Rafael was abandoned in 1844, eventually falling into ruin. The current mission was built in 1949 in the style of the original, but faces at right angles to the alignment of the original.

The San Francisco and North Pacific Railroad reached San Rafael in 1879 and was linked to the national rail network in 1888. The United States Navy operated a San Pablo Bay degaussing range from San Rafael through World War II.

Environmental Features

The San Rafael shoreline has been historically filled to a considerable extent to accommodate land development, with underlying bay mud (saturated clayed silt) of up to 90 feet in thickness. At certain locations such as Murphys Point, the sandstone or shale rock outcrops through the mud.

San Rafael has a wide diversity of natural habitats from forests at the higher elevations to marshland and estuarine settings. Its marshes are home to the endangered species Salt Marsh Harvest Mouse. There are also riparian areas including the San Rafael Creek and Miller Creek corridors.

*https://en.wikipedia.org/wiki/Marin_County,_California

**https://en.wikipedia.org/wiki/San_Rafael,_California