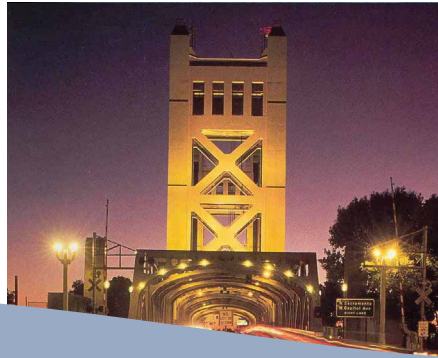




Sacramento Housing and Redevelopment Agency
Director of Finance



The City & County of Sacramento & Community

Sacramento – California’s capital city, historic center of the Gold Rush and the center of state government. This vibrant metropolis is known by a number of different nicknames: “Camellia Capital” for the city flower found so abundantly in Sacramento neighborhoods; “City of Trees” due to the countless miles of tree-lined streets and wooded parks in the region; “River City” by virtue of two major rivers (Sacramento and American) that converge near historic Old Sacramento; and “Farm to Fork Capital” for the abundance of fresh food grown and raised nearby. Clearly, Sacramento is much more than just the “Capital City.”

Sacramento is conveniently located between the Pacific Ocean (San Francisco) to the west and the Sierra Nevada Mountains (Lake Tahoe) to the east. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter and Yuba Counties has a population of approximately 2.1 million. Sacramento County has a population exceeding 1.5 million. With a population of approximately 491,000, Sacramento is the sixth largest city in California.

Many factors contribute to the economic success of the region. A principal reason Sacramento has retained its attractiveness is that it offers some of the most affordable housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento’s employment opportunities, moderate housing prices, reasonable cost of living, competitive salaries, and excellent quality of life. Sacramento is also proud of its cultural diversity. In fact, Time Magazine declared Sacramento to be the most integrated city in the country.

The Sacramento region offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, kayaking, water-skiing, boating, wine-tasting, and other sports and recreational opportunities abound. Educational opportunities are plentiful with the Sacramento region being home to California State University-Sacramento, University of California Davis, University of San Francisco, Drexel University Sacramento, Sacramento City College, American River College, McGeorge School of Law and other community and four-year college programs.

In addition, Sacramento boasts the NBA’s Sacramento Kings, the 2003, 2004, 2007 and 2008 Pacific Coast League champion Sacramento River Cats baseball team, the annual world-class Sacramento Music Festival (formerly Sacramento Jazz Festival), and many other recreational, entertainment and cultural activities. Each December, Sacramento attracts some of the world’s top long-distance runners to the California International Marathon. Historic Old Sacramento, the State Railroad Museum, Crocker Art Museum, Governor’s Mansion, Sacramento Zoo, Sutter’s Fort, American River Parkway, Music Circus, Sacramento Convention Center, California State History Museum and State Capitol Building are other attractions located in the immediate area. Sacramento also hosts the California State Fair each summer which attracts more than a half million visitors annually. Sacramento is also home to Republic FC, an American professional soccer

team holding a first-year 2014 Championship. Encompassing four city blocks in the heart of downtown Sacramento is the newly opened Golden One Center with an estimated value of over \$500 million dollars. The arena is an indoor-multi-use facility that accommodates sporting and top entertainment to include sporting events, concerts, ice shows. Indoor rodeo, trade shows, graduations, family shows and many more indoor entertainment.

The Sacramento Housing & Redevelopment Agency

Sacramento Housing and Redevelopment Agency (SHRA) is a Joint Powers Authority created as a public Agency by the City and County of Sacramento in 1981. SHRA is the lead public Agency and public developer for the City and the County regarding affordable housing, public housing and redevelopment projects and issues. SHRA has a current approved FY 2017 budget of \$190.5 million with a staff of about 230.

Unique in its structure and authority as a JPA, the Agency is one of the largest of its kind in the state and receives more federal funding for community development than any other entity in Northern and Central California.

SHRA departments and offices include Executive, Housing Authority, Development, Finance, Legal, Information Technology, Human Resources, Real Estate and Construction Services, and Public Information.

SHRA’s Governing Boards consist of the City Council of the City of Sacramento, the Board of Supervisors of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, and the Sacramento Housing and Redevelopment Commission which serves in an advisory capacity on SHRA projects, programs and activities.

SHRA Mission is to:

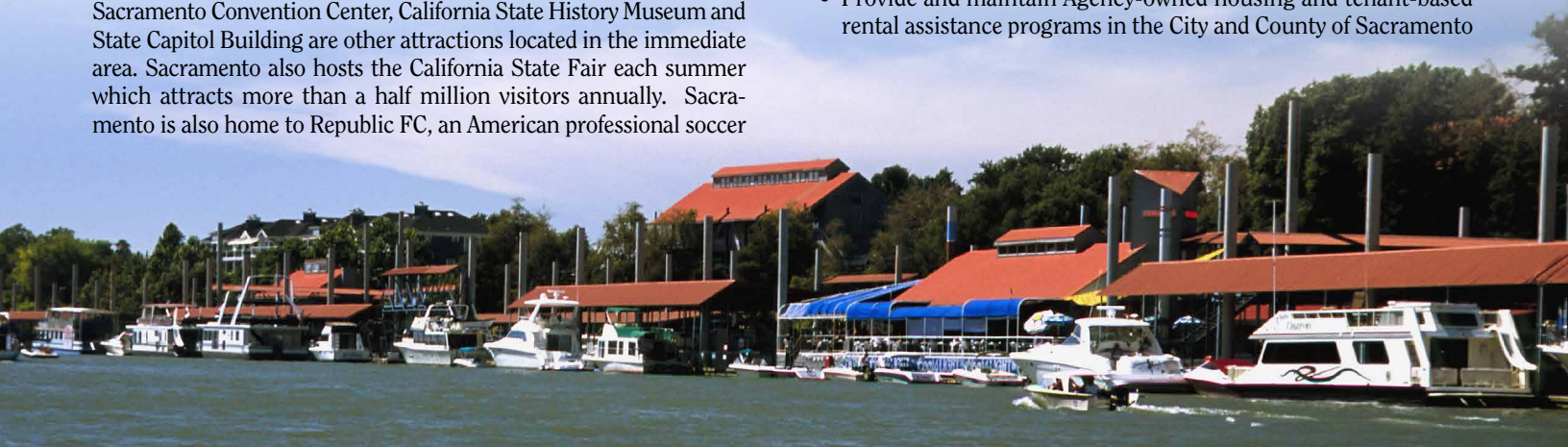
- *Revitalize communities, provide affordable housing opportunities, and to serve as the Housing Authority for the City and County of Sacramento.*

SHRA Vision for Sacramento is a region:

- *Where all neighborhoods are excellent places to live, work and do business*
- *Where all people have access to decent, safe affordable housing*
- *Where everyone can obtain a job and attain financial self-sufficiency*

The primary goals supporting this vision are:

- *Develop, preserve, and finance a continuum of affordable housing opportunities for Sacramento City and County residents*
- *Provide and maintain Agency-owned housing and tenant-based rental assistance programs in the City and County of Sacramento*





- Revitalize lower-income neighborhoods to create healthy and sustainable communities
- Promote economic development through strategic infrastructure and public facility improvements

Additional information about the Sacramento Housing & Redevelopment Agency can also be obtained via the SHRA website at:

www.shra.org

The Position

The Finance Director for Sacramento Housing and Redevelopment Agency reports to the Executive Director of SHRA and is responsible for providing leadership and direction, full service accounting and financial services in support of SHRA's housing and community development programs. He/she is also a designated member of the Executive team for SHRA responsible for unifying the agency to work as "one Agency" in support of its mission.

The Finance Director manages the staff and managers in the Finance Department and the leadership of its major functions. The Finance Department budget for FY 2017 is approximately \$1.38 million, and staffing for 2017 is 11 FTE's.

The Management team reporting to the Finance Director includes three direct reports (two Program Managers and a Management Analyst). Other staff reporting through the Program Managers include Accountants, Accounting Technicians and a Finance Specialist.

Major responsibilities of the Department include payroll, accounts payable, fixed assets, debt management, cash management, financial reporting and general ledger accounting. Significant technical activities include the preparation of the Comprehensive Annual Financial Report (CAFR) and the Agency's annual budget.

The Director of Finance provides leadership and direction on management of financial matters by interpreting and preparing for the short and long-term implications of actions under consideration at the Agency, or funding sources. He/she oversees the effective and efficient delivery of accounting services, applying generally accepted accounting principles. The Director serves as a member of the Executive team responsible for unifying the Agency to work as one in support of SHRA's mission, and serves as a resource to the Executive team on strategic issues and trends in public financing and related activities.

More specific responsibilities of the Finance Department and the Finance Director include:

- Ensure a customer-service oriented approach to meeting the fiscal management needs of SHRA. Monitor staff's implementation of this approach in carrying out their duties, attempting to meet requests and make reasonable accommodations whenever possible.
- Oversee banking and investment strategies that support the cash flow needs of the Agency required to implement the disbursement pattern projections established in collaboration with

program managers and directors.

- Oversee financial management of funds from all sources, and coordinate finance and direct service departments' documentation of disbursement in compliance with individual funding guidelines and regulations, and generally accepted accounting principles.
- Provide internal auditing services and develop and implement effective and efficient internal procedures.
- Provide services such as payroll, accounts payable, accountings receivable and basic accounting functions through annual closing, and provide ongoing review of the effectiveness of each service.
- Ensure that the SHRA annual budget is approved in a timely manner by the governing boards and that the Executive team has the opportunity for substantial input into the decision-making process.
- Monitor compliance with all laws and regulations governing Agency finances including, but not limited to, taxing authorities, funding agreements, contracts, and public policy.
- Serve as a resource to Department Directors and Program Managers on issues of financial management, budget planning and cost projections as requested. Model strategies and approaches set out in the statement of Agency culture when offering such assistance. Monitor consistency of approach to similar issues throughout SHRA.
- Oversee the use of all project funds including redevelopment and loans, federal entitlements, federal bonds, grants, etc. for SHRA.

The Candidate

Education and Experience

Any combination of education, training and experience that provides the required knowledge, skills and abilities is qualifying.

- Possession of a Bachelor's degree from an accredited college or university, or equivalent experience in accounting, finance, business or public administration is preferred. An advanced degree in the above or related fields is a plus. Possession of a Certified Public Accountant Certificate is preferred.
- A minimum of 7 to 10 years of progressive experience in accounting, budgeting and financial analysis, including three-five years of supervisory experience is required. Governmental accounting experience is highly desirable.

Knowledge, Skills and Abilities

The successful candidate should have strong team building, communication and leadership skills. This person should also have knowledge/skills in:

- The principles and practices of public administration, budgeting, finance, personnel administration and organization and management.

- Governmental finance, public finance and budgeting
- Best practices, methods, and principles of general government and fund accounting, including financial statement preparation and methods of financial reporting
- Principles and practices of budget development and administration
- Business computer, user applications, computer conversions and financial systems
- A hands-on understanding of government, housing and development, or other organizations of similar complexity

Management Style and Personal Traits

The successful candidate will be someone of high integrity who is open to staff and the community, is approachable and diplomatic, comfortable handling complicated issues and is results oriented. She/he should be a team builder and hands-on manager/leader with strong interpersonal skills, good business and financial sense, and have excellent verbal and written communication skills.

The selected individual must also be a good strategic thinker and problem solver, who is able to effectively express their financial/business opinion while also being proactive and facilitative in working with their staff and colleagues within SHRA.

The ideal candidate should have a passion for public service, and possess the organizational skills to assess the structure and efficiencies of the Finance Department. Strong candidates will also be collaborative professionals with a strategic mindset in serving as a business partner with other members of SHRA's Executive team, and who are comfortable in establishing positive peer relationships with his/her counterparts in the city and county and other relevant organizations.

The ideal candidate will have the demonstrated abilities to serve as a mentor and coach for staff with an eye toward team-building and succession planning. They should also model supervisory strategies and approaches that demonstrate the objectives of SHRA and its culture in all aspects of staff communication and supervision. She/he should have strong follow-through on projects and programs to ensure appropriateness, accuracy, efficiency, completion, and quality.

Finally, the person selected should truly enjoy the complexities of public housing and a diverse engaged citizenry and governing boards. He/she should have strong communication and presentation skills, and a high level of political acumen is paramount as SHRA works closely with the city and county elected officials.

Compensation

The current salary range for the Director of Finance position is \$112,060 to \$173,841 with hiring dependent upon experience and qualifications. SHRA offers an excellent competitive fringe benefits package including health coverage (medical, dental and vision and also a portion of dependent coverage), holiday (12 regular and 2 floating days), vacation (2 weeks per year plus increasing accruals and vacation cash out of 80 hours per year), sick leave (12 days per year), supplemental leave (80 hours per year), a supplemental allowance (5% of salary), Public Employees Retirement System (PERS 2% @ 55 for classic members or 2% @ 62 for new members as defined under PEPRA) coordinated with Social Security, vehicle allowance and Executive Covered Parking Space, a \$50,000 Life Insurance policy, and supplemental life insurance (to a max of \$250,000), a 457 Deferred Compensation Plan, tuition reimbursement (\$2,000 per year), Flex Spending (\$2,500 per year), etc. Details are available upon request.

More information can be obtained by calling or contacting the telephone, fax and/or e-mail numbers noted below.

How to Apply

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, Jr., President or
Lawrence Davenport, Executive Vice President

Neher & Associates

3790 Millerton Place, Suite 100
West Sacramento, CA 95605

Telephone: (916) 443-2421

Facsimile: (916) 443-5949

Applications are preferred electronically at: robertneher@executive-researchneher.com Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. This position will be officially open until filled, however; the search is on a fast track. Leading candidate applications will likely be reviewed with SHRA in late August 2017 and early September 2017. Potential interviews with SHRA may likely be scheduled for mid to late September 2017.

The Sacramento Housing and Redevelopment Agency is an Equal Opportunity Employer.

