



The City of Lodi and its surrounding area offer something for everyone – City lake, wineries, museums, street fairs, unique shops, zoo, lush parks, golf courses and fine restaurants. Lodi is an agricultural community with a population of 60,500. Although growing, Lodi has managed to retain a small-town charm, with its quality of life-enriching art, symphony and drama groups, churches, and even boating in the Mokelumne River that flows through town. The Lodi area is well known for its grape and wine industry. Lodi has excellent park facilities, with Lodi Lake serving as the crown jewel of the park system. Centrally located in California's San Joaquin Valley, the City lies 90 miles east of San Francisco and 34 miles south of Sacramento. Outdoor enthusiasts will find that the coast, mountains, rivers and lakes are within easy reach for their enjoyment.

City of Lodi
Human Resources Division
221 West Pine Street
Lodi, CA 95240



**FINANCIAL
SERVICES MANAGER**

&

BUDGET MANAGER

\$81,985 – \$99,652
(Approximate Annual Salary)

**Final Filing Date:
February 21, 2006**



ABOUT THE DIVISION

The Finance Division provides financial support services which include: financial planning, preparation of the Financial Plan and budget documentation, accounting, cashier services, investment, billing and tax administration, utility meter reading, purchasing, collection services, parking enforcement, and mail processing.

CURRENT OPPORTUNITIES

Financial Services Manager

- Performs highly responsible and professional work in planning, organizing, directing, and reviewing programs and activities related to the management of the City's accounting and financial reporting systems.
- Manages the development and maintenance of an effective division in delivering support services to the operating departments.
- Responsible for the City's annual financial reporting needs, internal and external audits, cost accounting programs and accounting operations.

Budget Manager

- Performs highly responsible and professional work in planning, and coordinates the preparation of the City's annual operating and capital improvement budget.
- Manages the City's investment portfolio, including the development and implementation of investment policies, strategies, procedures, and reporting practices.
- Establishes effective banking service relationships with the City's operating banks and general banking community.
- Prepares revenue forecasts and monitors the performance of key revenue sources such as sales taxes, business taxes, transient occupancy taxes, and various service charges and development impact fees.

Full job descriptions are under construction and will be available upon council approval.



MINIMUM QUALIFICATIONS

Seven (7) years of increasingly responsible professional work experience in financial management operations, four (4) years of which shall have been in a supervisory capacity. Bachelors degree in accounting, finance, business administration, economics, public administration, or related field is required and a Masters degree or CGFM (Certified Government Financial Manager) is highly desirable.

REASONS TO CONSIDER LODI

Lodi has proven itself to be a place where people want to work and live. The organization is quite stable and reflects the high quality of life that residents enjoy. The City has a balanced mix of old residential and new commercial centers. Downtown Lodi has been the focus of attention for the past 10 years and remains the active heart of the City.

COMPENSATION & BENEFITS

- **Salary: \$81,985 to \$99,652 (Approximate)**
- **Medical:** The City provides share of cost coverage for employees and eligible dependents.
- **Dental and Vision:** The City provides a dental and vision care plan, with a small deductible for employees and eligible dependents.
- **Public Employees Retirement System (PERS):** The City provides the local miscellaneous 2% @ 55 retirement formula and also contributes the 7% employee contribution to the retirement system. The City does not participate in Social Security.
- **Life Insurance:** The City provides life insurance up to two times the annual salary.
- **Long-Term Disability:** The City provides coverage for the employee.

- **Holidays:** Four (4) floating and nine and one-half (9-1/2) fixed holidays per year.
- **Sick Leave:** Twelve (12) days per year, with unlimited accumulation.
- **Vacation:** Ten (10) to twenty (20) days per year depending on years of service.
- **Deferred Compensation:** Up to \$15,000 annually may be deferred at the option of the employee. The City will also match up to 3% of the employee's salary.
- **Flexible Spending Account:** Employees may elect to participate in three options.

TENTATIVE SELECTION PROCESS

Final Filing Date: Applications must be received in the Human Resources Division no later than Tuesday, February 21, 2006.

Evaluation of Qualifications: Applications will be screened to select the best qualified applicants to participate in the remainder of the selection process.

Examination Process: Only the best qualified applicants will be invited to participate in the Oral Interview. Qualified candidates should submit a completed application and resume to:

**City of Lodi
Human Resources Division
221 West Pine Street
Lodi, CA 95240-1910**

For application materials and/or additional information, please contact the Human Resources Division at (209) 333-6704 or visit our website at www.lodi.gov

