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**The Stanislaus Council of Governments Invites Applications for the Position of  
DIRECTOR OF FINANCIAL AND ADMINISTRATIVE SERVICES**

**Annual Salary Range: \$95,790-\$131,840**

**Final Filing Date: Open Until Filled**

**THE POSITION**

Under executive direction, this position plans, directs and has overall responsibility for the integrity of all StanCOG financial transactions and the effectiveness of the human resources, office operations and administrative support functions; provides professional staff support and consultation to the Executive Director and Policy Board; serves as member of the executive management team participating in the development of operating policies and long and short-term planning activities; performs a variety of complex financial analyses to support StanCOG operations and programs; administers funding, manages investment and debt financing activities, purchasing and contract management functions; oversees, through subordinate managers, the staff, financial recordkeeping and reporting, budget development and administration and grant funds administration activities of the Financial Services section and the human resources, office operation and administrative support activities of the Administrative Services section of the Financial and Administrative Services division. The ideal candidate shall have excellent financial management and communication skills; experience with administering a sales tax measure is a plus.

**Essential Duties and Responsibilities:** *Includes, but is not limited to the following:*

- Provides professional staff support and expert consultation to the Executive Director and Policy Board.
- Assumes full management responsibility for all StanCOG financial functions and activities including budget development, internal controls, capital financing, financial record keeping and reporting, financial systems design, implementation and control, investment management, purchasing, contract management, and inventory control.
- Assumes full management responsibility for all StanCOG human resources programs and activities; office operations and administrative support activities.
- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Financial and Administrative Services division; establishes appropriate service and staffing levels; and allocates resources accordingly.

- Selects, assigns, supervises, guides, motivates and evaluates the performance of subordinate managers; provides or coordinates provision of employee training for division staff; works with subordinates to correct deficiencies and implements or recommends corrective action.
- Contributes to the overall quality of the division's service by developing, reviewing and implementing policies and procedures to meet legal requirements and StanCOG needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures on an ongoing basis; assesses and monitors the distribution of work, support systems and internal reporting relationships to identify opportunities for improvement and directs the implementation of change requirements.
- Plans, directs and coordinates development and administration of the annual operating budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and directs the preparation of and implements budgetary adjustments as necessary.

**Minimum Qualifications:** *Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

**Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree in finance, accounting, public or business administration, or a closely related field;

- A minimum of seven (7) years of responsible experience managing a large and highly complex finance program within a public agency that includes at least three years' experience at a policy determination level; and
- Master's degree in finance, accounting, public or business administration or designation as a Certified Public Accountant (CPA) is highly desirable.

**Knowledge of:**

Operational characteristics, services and activities of comprehensive financial services and human resources program; generally accepted governmental accounting and auditing principles and practices (GAAP); governmental accounting standards and requirements (GASB); principles of effective leadership, supervision, training and personnel management; advanced principles and practices of strategic planning and effective decision making; principles and practices of effective project/program planning and management; advanced principles and practices of budget preparation, administration and control; cash flow planning and management, including management of investment funds; cost estimating and value engineering techniques; effective contract management, purchasing and fiscal control principles and practices; and pertinent Federal, State, and local laws, codes, rules and regulations.

**Ability to:**

Develop, implement and administer goals, objectives and procedures; prepare and administer complex budgets; independently analyze and interpret complex financial and accounting records; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; independently interpret and apply complex regulations, rules, policies and procedures; use tact and

diplomacy in the resolution of errors and disputes; effectively lead and motivate subordinate staff; plan, organize, direct, supervise and evaluate the work of management staff and, indirectly, of professional, technical and support staff; conduct effective negotiations and effectively represent the StanCOG and the division in meetings with governmental agencies, contractors, vendors and various business, professional, regulatory, and legislative organizations.

### **APPLICATION AND REVIEW PROCEDURE**

To be considered for this exciting opportunity, candidates should apply through [CalOpps.org](http://CalOpps.org). Candidates can access the application at <https://www.calopps.org/regional-government-services/job-18898862> **OR** go to the Member Agencies tab, select Regional Government Services, then Director of Financial and Administrative Services for Stanislaus Council of Governments (StanCOG). Complete the online application and submit a cover letter and resume. All materials must be included to be considered as a candidate.

The most qualified applicants will be invited to an interview based on the application materials submitted. Applicants must clearly demonstrate through the application materials that they meet the qualifications listed above. For additional information please visit <http://www.stancog.org> or call (209) 525-4600.

**NOTE:** Neither Regional Government Services nor StanCOG are responsible for failure of Internet forms or email in follow up communications.

### **BENEFIT OVERVIEW**

**Insurance Coverage:** Medical, dental, vision and life insurances are offered.

**Retirement:** Employees become members of the Stanislaus County Employees Retirement System (StanCERA). A deferred compensation plan is also available. StanCOG participates in Social Security.

**Holidays:** A total of 15 paid holidays - 11 designated and 4 floating - are provided annually.

**Vacation:** Ten to twenty-five days per year, depending on tenure.

**Management Leave:** One week per year.

**Sick Leave:** Employees accrue sick leave at the rate of approximately one day per month.

**Car Allowance:** \$1,200 - \$2,400 annually.

**Work Commute Incentives:** Employees are eligible to receive work commute incentives for utilizing public transit, vanpool, carpool, walking or bicycling.

**Flexible Time:** A modified nine-day/ 80-hour work schedule is offered.

### **ABOUT THE AGENCY**

The Stanislaus Council of Governments is an association of city and county governments created to address regional transportation issues. It is a federally designated Metropolitan Planning Organization (MPO), a state designated Regional Transportation Planning Agency (RTPA), and the Local Transportation Authority (LTA) for the Stanislaus region.

**THE STANISLAUS COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER**

