

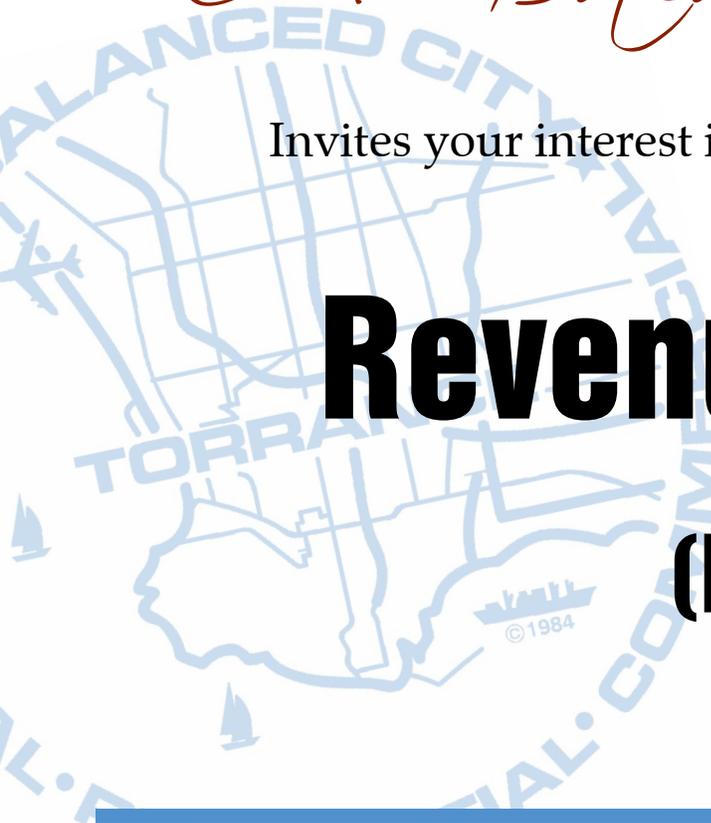
CITY OF
TORRANCE



A Balanced City

Invites your interest in the position of:

Revenue Manager
(Non-Civil Service)





The Community

The City of Torrance, located in Los Angeles County's South Bay, borders on the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a ¾ mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California's major attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 6th largest city within Los Angeles County California. Due to its large employment base, the community's daytime population is significantly higher than the permanent population peaking at 200,000. The area enjoys a pleasant year round climate with moderate temperatures, gentle sea breezes and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the "theatre-in-the-round" Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round out the community's cultural offerings is the nearby El Camino Community College campus that houses an art gallery, planetarium and a 2000 seat theatre.

The community's population is culturally diverse as shown by the school district's estimate that its students speak over 80 languages. Contributing to this diversity

are world class international companies such as Toyota Motor Sales, U.S.A., American Honda Motor Company, Robinson Helicopter, Panasonic and Virco Manufacturing, each of which call Torrance home. Four major shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and refurbishment.

Approximately 1000 new homes have been constructed in Torrance during the past three years. Home prices range from \$500,000 to over \$1 million, which include condominiums, patio homes and single family homes.

Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural and volunteer opportunities.

City Government

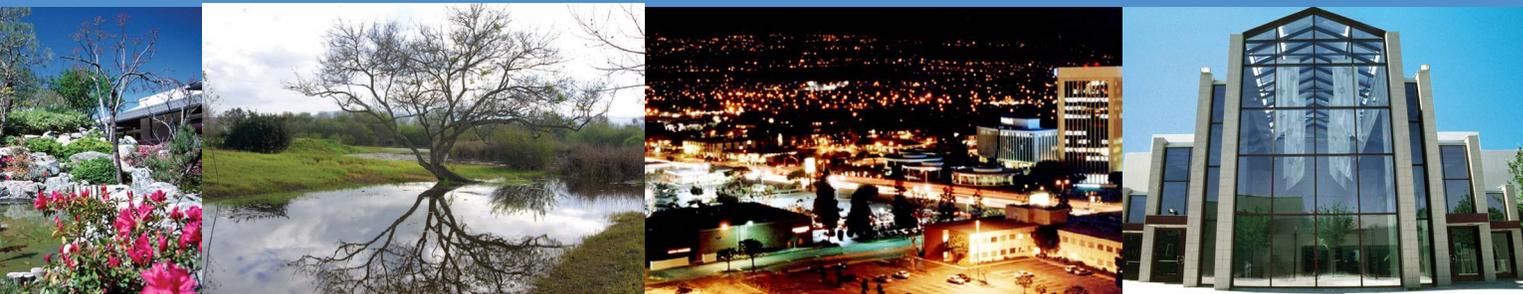
The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager, a City Attorney, and members of 14 advisory commissions, boards, and council. The Executive team works under the direction of the City Manager based on merit principles. Torrance is a full service city with an annual budget of approximately \$200 million and a staff of over 1200 organized in 13 departments: City Manager, City Attorney, City Clerk, City Treasurer, Community Services, Communications and Information Technology, Community Development, Finance, Fire, General Services, Police, Public Works, Transit. The City Clerk and the

City Treasurer are elected positions. The City Manager and the City Attorney report directly to the City Council.

Finance Department

The Finance Department is a dynamic organization whose mission is to protect the City's assets while providing and supporting the Torrance community with sound financial advice in a timely, cost effective and professional manner. Managing the department's \$4.8 million budget and day to day operations is skillfully executed by 44 staff members. The Finance Director assists the City Manager in the operation and capital improvement budgets, serves as advisor to the Land Management Team, and presents to the City Council an annual audited statement of the City's financial condition prepared in accordance with governmental reporting standards promulgated by the Governmental Accounting Standards Board (GASB). Responsibilities of the Finance Department include:

- Accounting
- Accounts Payable
- Administration
- Billing/Collection
- Business License
- Capital Budget
- Financial Reporting
- General Ledger
- Internal Audits
- Legislative Analysis
- Operating Budget
- Payroll
- Purchasing
- Revenue Forecasting
- Utility Billing



The Position

Under leadership of the Assistant Finance Director, the Revenue Manager plans, organizes, and directs the activities of the Revenue Division; directs the work of subordinates providing technical guidance with difficult, professional financial duties; and performs related work as required. This new position will be responsible for:

- Daily operations to ensure a high performance, customer service-oriented work environment which supports the City's mission, objectives and values;
- Developing, implementing, and evaluating Division plans, policies, and procedures to achieve annual goals and work standards;
- Providing leadership to and managing staff, maintaining effective employee relations and working with other department managers in the development and retention of competent personnel;
- Analysis of complex financial data and prepares financial reports; and
- Preparing and administering the annual budget for the Division.

For a detailed position description, please visit www.TorranceCA.Gov/22045.htm.

Candidate Profile

Any combination of education and experience that provides the knowledge and skills is qualifying. A typical way of qualifying is:

Graduation from a recognized four-year college or university with a major in accounting, finance, business

administration, or a closely related field and at least five years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a governmental agency; and a valid California Class C driver's license.

In addition to the qualifications, the **ideal** candidate has:

- Certification as Certified Public Accountant (CPA) or Certified Management Accountant
- Strong technical skills in public sector finance, that include revenue management
- Proven problem solving skills
- Team player orientation with solid managerial skills

Compensation & Benefits

- **Monthly Salary Range:** Minimum \$9,168-Reference Point \$11,002-Maximum \$12,652. Appointments are typically made between the minimum and the reference point range, depending upon qualifications.
- **Retirement** – Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Classic members receive the 2% @55 formula and new members or returning members with a break in service greater than six months will receive the 2% @62 retirement formula. Employees hired after January 1, 2013, will contribute to CalPERS through a payroll deduction.

- **Social Security and Medicare** – Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare.
- **Deferred Compensation** – A City Deferred Compensation Plan is available. The City will match contributions to the Deferred Compensation Plan up to 0.5% of the monthly base salary.
- **Life and Accidental Life Insurance Coverage** - The City pays the premium for \$100,000 group term life and \$100,000 Accidental Death and Dismemberment coverage. Supplemental coverage is also available.
- **Short Term/Long Term Disability** - The City pays 100% of the premium which offers up to 2/3 income protection.
- **Health Insurance** – The City provides health insurance (HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/mo. for family coverage.
- **Dental Insurance** – The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/mo).
- **Personal Leave** – Personal leave allowance of 27 hours, which is granted at the beginning of each fiscal year.
- **Reimbursable Expenses** - \$750 per fiscal year for eligible expenses.
- **Flexible Spending Account** - Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used

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for qualifying medical and dependent care expenses.

- **Retirement Health Savings Program** – Sick and Vacation leave hours can be deposited into this plan upon retirement.
- **Tuition Reimbursement** - Reimbursement up to \$1500 per fiscal year for tuition costs for voluntary off-duty job related courses.
- **Holidays, Sick Leave and Vacation Leave** - The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 9.33 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.
- **9/80 Work Schedule** - The standard work schedule for the City of Torrance is 9/80 hours.

Application & Selection Process

Interested candidates must submit a resume with current contact information to Jobs@TorranceCA.Gov. Please reference Finance Manager-Revenue in the subject line.

This recruitment is open until filled with the first review of applications will be those received by Monday, February 22, 2016. Only those candidates who best meet the qualifications will be invited to participate in the examination process.

The examination will consist of a Work Preference Survey (qualifying) and an Oral Interview (100%).

Candidates with disabilities who require special testing arrangements must contact the Human Resources Division before the examination process is administered.

Additional Information

If you have questions regarding this career opportunity, please email Ken Flewellyn, Assistant Finance Director at KFlewellyn@TorranceCA.Gov.

In addition, the City of Torrance Conflict of Interest Code requires that employees in this classification file an annual Financial Disclosure Statement. Information about this requirement may be obtained from the City Clerk's Office.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.