



SUPERIOR COURT OF CALIFORNIA COUNTY OF MARIN



Announces a Leadership Opportunity for the Position of
CHIEF FINANCIAL OFFICER

Our Mission

*To ensure fair and equal access to justice and
serve the public with dignity and respect.*



The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 252,000 residents known for its combination of rural and suburban lifestyles.

It is a recreation destination for the entire Bay Area: The Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes employers such as Lucas Films and Autodesk, as well as vibrant agriculture, aquaculture, light industry and tourism business sectors. Marin County residents enjoy an excellent public school system. Marin's post-secondary institutions include College of Marin and Dominican University.

The Court

The Court is considered small/medium sized among the State of California's 58 trial courts. The Court has 12 authorized judicial positions and approximately 107 staff. The Court's bench and staff are ethnically and racially diverse. The average age of staff in the Court's workforce is approximately 52. Approximately 75% of the staff are represented by SEIU 1021; all others are unrepresented.

The Court is located in the Marin County Civic Center, a facility and campus designed by famed architect Frank Lloyd Wright. The Administration building was opened in 1959, while the Hall of Justice, housing the Court and other criminal justice and law enforcement agencies, was completed in 1969. The Civic Center was designated a National Historic Landmark in 1991. Its unusual design makes it a destination for tourists.

Chief Financial Officer

Under direction from the Court Executive Officer, plans, organizes, administers, reviews and evaluates staff and activities related to the budgetary, accounting, fiscal reporting, revenue disbursement and related functions of the Court; analyzes, evaluates, recommends and implements procedural and fiscal control and reporting improvements to the Court's operational management; acts as the Court's budgetary and fiscal liaison with the State of California and other funding and funded agencies, and performs related work as required.

The Chief Financial Officer is an executive level position within the Court that is responsible for all financial activities. Budgetary responsibilities include the preparation and administration of budgets that meet State requirements and the monitoring of such budgets to ensure that operational and programmatic Judicial Council funding limits are not exceeded.

- Plans, coordinates and implements fiscal goals, objectives, policies, procedures and internal financial control systems for the Court.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional and technical staff; recommends selection of staff; trains staff in work procedures and provides for their professional development; recommends and/or administers discipline as required.
- Acts as the Court's liaison regarding budgetary and fiscal matters with Judicial Council funding staff; ensures that Court budgetary, accounting and fiscal reporting policies and procedures meet appropriate standards, are in accordance with applicable laws, regulations and professional accounting practices and coordinates with those of the State.



- Coordinates the development, implementation and monitoring of multiple programmatic and/or functional budgets; monitors such budgets and ensures that operational expenditures are maintained within limits prescribed by the Judicial Council.

- Administers multiple revenue trust funds and oversees the disbursement of fines, fees and other revenues to multiple agencies.

- Oversees the administration of grant-funded programs, including developing reporting systems, ensuring that funding requirements are met and coordinating funding agency audits.

- Confers with other Court management staff regarding provision and funding of and payment for administrative and support services; negotiates and administers contracts for such services.

- Coordinates the development and effective use of automated fiscal systems for the Court, including interface with required Judicial Council systems.

- Coordinates auditing processes and acts as the Court's liaison with internal and external auditors.

- Monitors legal, technological and procedural changes related to accounting, fiscal reporting and related functions; evaluates their effect upon Court activities and recommends and implements policy and procedural modifications as required.

- Oversees the maintenance of complete and accurate fiscal and related records.

- Conducts a variety of fiscal and administrative studies and prepares and presents written recommendations and reports.

- Advises and provides direct budget and finance guidance to the Court Executive Officer.

Education

Education: A bachelor's degree from an accredited four-year college or university with major course work in business or public administration, accounting, economics or a field related to the work.



Experience

Experience: Four years of professional level experience in fiscal reporting, accounting, budget administration and related financial and administrative activities. Prior management or supervisory experiences and experience in a Superior Court and/or criminal justice setting are desirable.

Certification and Licenses: Certification as a CPA or CMA or election as a fellow of the Institute of Court Management is highly desirable.

Knowledge, Skills and Abilities

Knowledge of: Principles, practices and procedures of governmental, fund, cost and general accounting, automated financial record keeping, budget development and administration, auditing and reconciling financial documents and records, grant preparation and administration, trust fund administration, revenue disbursement and related accounting and report preparation; principles and practices of administration, organization, management and employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline; project management, analytical processes and report preparation techniques; applicable federal, state and local laws, regulations and reporting requirements; computer applications related to accounting, budgeting and fiscal reporting; standard office practices and procedures, including records management and the operation of standard office equipment.

Skill in: Operating a computer and driving a motor vehicle.

Ability to: Develop, implement and administer a multiple accounting control system, fund disbursement and fiscal reporting system; develop, monitor and control multiple functional and/or program budgets; assist in developing goals, objectives, policies, procedures and work standards for the Court; plan, organize, supervise, review and evaluate the work of professional and technical staff; interpret, apply and explain complex laws, codes, regulations, policies and procedures; meet critical time deadlines; coordinate and oversee the Court's accounting and fiscal reporting information system activities; use initiative, discretion and sound independent judgment within policy and procedural guidelines; prepare clear and effective financial, statistical and narrative reports, correspondence, policies, procedures and other written materials; maintain and direct the maintenance of accurate records and files; act as an effective liaison among the Court, State and various funding and funded agencies; communicate orally and in written form in a clear and concise manner; deal tactfully and courteously with the public; establish and maintain effective work relationships with judicial officers, court personnel, governmental agencies and members of the public.

Compensation & Benefits

The annual salary range for the Chief Financial Officer is \$115,849.61 to \$146,754.82 per year. In addition, the salary is supplemented by a generous benefit package that includes the following elements:



Retirement

For new employees, the Court's retirement system is authorized by the County Employees Retirement Law of 1937 with a plan of 2% @ 62. This system has a reciprocity relationship with CalPERS and other 1937 Law entities.

Note: Court employees do not contribute to Social Security other than mandatory Medicare tax.

Insurance

The Court offers a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans. The Court also offers flexible spending accounts.

In addition, the Court provides generous paid leave allowances (paid time off and sick leave).

Other Benefits

Deferred Compensation Plan

All court employees may participate in a voluntary Internal Revenue Code Section 457 deferred compensation plan paid 100% by the employee.



Tuition Reimbursement Program

The Court offers a Tuition Reimbursement Program to employees who enroll in approved training courses or classes that directly relate to their present positions with the Court, or which may make employees more upwardly mobile in the Court. The Court's reimbursement program pays up to 50% of registration fees and materials, provided employees are pre-approved for their educational expenses and there are sufficient funds available in the Court's budget.

Employee Training and Development Program

The Court is committed to a continuous learning environment where employees are encouraged to improve their knowledge and skills throughout their careers with the Court. The Court is involved in regional and statewide training networks with other courts and professional organizations and also offers onsite programs. Employees are granted (2) Professional Development Days per year, which may be prorated based on date of hire.

Free Parking

The Civic Center offers free all-day parking for all employees and visitors.

SMART Train

The SMART Train Civic Center station is within walking distance of the Civic Center. The Court offers a monthly pre-tax payroll transportation benefit to set aside. To further support your effort to lessen your "carbon footprint" the Court will automatically match your transit costs up to \$40/month.



Carpool/Bike Incentive

Join a carpool to go further, or jump on a bike to boost your health and your wallet. You can receive a \$240 taxable carpool/bike incentive once every 6 months for carpooling or biking to work at least 60 days within each 6-month reporting period. This incentive is paid out twice a year if you meet all requirements. That's up to \$480 a year! The 60 days can be achieved through a combination of biking and/or carpooling.

Farmers Market

The Thursday Marin Farmers Market is located at walking distance and features 100 local farmers, specialty food purveyors and a handful of artisans. It makes for a great lunch destination as well.

Marin Civic Center Café

Byte Foods offers automated refrigerated food kiosks restocked daily with a variety of fresh, nutritious and locally sourced foods and beverages. These items include various sandwiches, salads, burritos and specialty entrees, as well as coffee, kombucha, and juices. There is also an assortment of snacks and treats.

Marin County Library

The Frank Lloyd Wright Civic Center Building offers an on-site library located on the fourth floor. It features free wifi, public computers and a large inventory of books and audio books.

Beautiful Scenery

Across the street from the Civic Center is the Marin Center which includes walking paths around a beautiful pond with a wide variety of wild birds. The Marin Center is also the location for the yearly Marin County Fair and various shows.





To Be Considered

Applications must be completed electronically at http://www.marincourt.org/human_resources.htm. Click on the link for Career Opportunities. The deadline is **Monday, May 31, 2021 at 11:00 p.m.** Candidates are responsible for submitting an application, cover letter, and answers to the supplemental questions in order to be considered. The Court reserves the right to close this posting prior to May 31, 2021

Those candidates deemed most qualified will be invited to one or more virtual oral interviews to be tentatively scheduled for the week of June 7, 2021

This is a full-time, exempt non-represented position. The position also includes a one-year probationary period.

EQUAL OPPORTUNITY/ADA EMPLOYER

Supplemental Questions

- Please describe how your training, education and experience meet the qualifications for this position. Be specific as to positions held, responsibilities and size of the organization.
- Please describe your experience in budgetary analysis, including specific methods used to monitor funds and expenditures.
- Provide detailed information regarding the scope of your recent fiscal experience in the following areas: a). Budget development, monitoring and presentation to management; b). Financial reporting; c). Financial administration of contracts and grants, including applications and claims; d). Fiscal audits; e). Managing revenue and expenses, including accounts payable and revenue distribution.
- Please describe a specific work related example in which you were responsible for the development and implementation of your organization's long range and short range financial plan. Include in your response: a). What was your role and scope of responsibilities as they pertained to financial planning; b). A brief description of the role of other people involved in the financial planning; c). List the step by step procedure you took to implement fiscal management programs.
- Please describe a specific work related example in which you were responsible for the development and implementation of a financial strategy which resulted in a budget savings to your organization.
- Describe your experience managing staff engaged in accounting and/or financial analysis activities. Include in your response: a). A brief description of the management techniques you use which ensured the success of your staff; b). What steps did you take to identify and address limitations of individual staff members?; c). How did you make the most effective use of this personnel?