



Now accepting applications for

DIRECTOR OF FINANCE AND ADMINISTRATION

(CFO)

\$163,276.24 – \$199,434.36 Annually DOQ/DOE



THE POSITION

If you possess strong leadership skills, meticulous attention to detail, and are a self-starter known for the oversight and delivery of excellent finance and administrative services, the Transportation Authority of Marin (TAM) wants you! We are actively seeking a Director of Finance and Administration to join this dynamic team. If you're ready to bring your expertise to a challenging and innovative role, apply today. Don't miss this opportunity to be a key player in shaping the financial future of TAM and transportation project/program funding and planning in beautiful Marin County!

Under direction of the Executive Director, provides responsible and complex financial and administrative management for the Executive Director and the TAM Board of Commissioners; plans, organizes, manages, and provides administrative direction and oversight for all programs and activities of the Finance and Administration Department including finance, risk management, contract administration and compliance, human resources (HR), information technology (IT), office facility management, and other financial and administrative support services; coordinates assigned activities with other departments, officials, outside agencies, and the public; fosters cooperative working relationships among departments, with intergovernmental and regulatory agencies, and various community and business groups; provides highly responsible and complex professional assistance to the Executive Director and other staff in areas of expertise.

THE IDEAL CANDIDATE WILL

- Be an innovative, ethical, self-motivated, organized leader with a strong work ethic, who takes initiative, and has high standards for work products and a commitment to customer service.
- Plan, organize, coordinate, and direct the work of the finance and administrative staff to achieve efficient operations.
- Have the skills to direct, oversee, manage, and assist in the development and administration of the agency's annual budget, various project and program budgets, revenue and expenditure estimates, grant management, budget adjustments and reporting, Annual Comprehensive Financial Report (ACFR), and the evaluation of accounting procedures and financial controls.
- Have proven expertise in managing an investment portfolio including fiscal and cash flow analysis, and investment reporting.
- Have a financial background and strong analytical skills in the review of financial data in order to draw sound conclusions and offer improvements.
- Thrive in a project focused, fast-paced environment with competing priorities.
- Be analytical and appropriately meticulous.
- Have outstanding communication skills both written and verbal; is articulate and credible; including the ability to be comfortable presenting in a public forum and delivering technical information in an understandable format.
- Maintain effective working relationships with both internal and external partners and demonstrate sincere care for stakeholder interests and needs
- Is proactive, approachable, and responsive.
- Having experience and knowledge of the transportation planning field and an understanding sales tax and tax measure revenues is desired and not required.

COMPETENCIES

Adaptability and Flexibility - Responds effectively to multiple demands, ambiguity, shifting priorities, emerging situations, and rapid change.

Analytical Thinking - Identifies and defines problems; extracts key information from data; and develops workable solutions for the problems identified.

Communication - Effectively exchanges information and concepts in both written and oral formats. Actively listens to ensure understanding.

Conflict Resolution - Uses a variety of approaches to manage and resolve concerns, disagreements, and conflicts.

Influence and Negotiation - Uses persuasion to gain support and cooperation from stakeholders, superiors, colleagues, subordinates, and other parties to achieve a desired course of action consistent with the organization's strategic goals and objectives.

Leadership and Inspire Others - Motivates others to achieve organizational goals. Acts as a role model. Strives for continuous improvement.

Management Acumen - Operates effectively within the local government environment; effectively manages people, finances, resources, and risk.

Strategic Planning, Creativity, and Innovation - Supports organizational goals and objectives in accordance with strategic and operations plans; has a problem-solving mindset and ability to follow through and implement creative solutions.

THE AGENCY

TAM administers the expenditure plans for Measure A, the ½-cent sales tax measure passed in 2004 and renewed as Measure AA in 2018, as well as Measure B, the \$10 Vehicle Registration Fee passed in 2010. TAM also serves as Marin's Congestion Management Agency and is responsible for coordinating funding for many of the transportation projects and programs in the County.

TAM plays a major role in improving the quality of life for Marin County residents and developing and maintaining the economic viability of the local region by providing funding for transportation projects and programs that improve mobility, reduce congestion, and provide a transportation system with more options for those living, working, visiting, and traveling in Marin County. TAM coordinates the diverse mix of projects and programs that are necessary for improving overall mobility, including roads, highways, Safe Routes to School, bicycle facilities, transit, micro mobility, and alternative commute options. TAM works with the eleven cities and towns in Marin and the County of Marin.

TAM currently has a total of 14 staff with 4 in the Finance and Administration Department, including the Director of Finance and Administration.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, economics, business, or public administration, or related field; and seven (7) years of progressively responsible experience in professional accounting and financial operations experience, including three (3) years of administration and supervisory experience.

Desirable Qualifications:

- Designation of Certificate of Public Accountant License and/or Certified Public Finance Officer.
- Experience in working in a governmental setting.



SALARY AND BENEFITS

TAM offers a competitive salary and an excellent complement of benefit. The salary range is \$163,276.24 to \$199,434.36 annually DOE/DOQ. TAM is currently undergoing a compensation study, with a final report expected for Board review and action at its January or February meeting.

Retirement – CalPERS defined benefit retirement: 2.0% at 62 for California Public Employees' Pension Reform Act (PEPRA) members hired after 12/31/12 and employee is responsible for the employee share of the pension cost. 2.0% at 55 for classic CalPERS member **with employer paid employee contribution.**

Health Insurance – Significant TAM contributions to medical coverage for employees and eligible dependents, with a variety of plan choice available through CalPERS Health Program.

Dental/Vision/EAP Insurance – 100% employer paid dental, vision care, and EAP benefits for employees and eligible dependents.

Deferred Compensation – 457 Deferred Compensation Plan available to employees.

Other Insurance – Generous short-term and long-term disability, and life insurance.

Vacation Leave/Administrative Leave/Sick Leave/Holidays – Paid vacation (10-hour monthly accrual in years 1 – 5, up to a max of 240 hours.), administrative leave (24 hours a year), holiday (12 paid days a year), and sick leave (4 hour monthly accrual plus an additional 48 hours after two years).

[Follow this link for complete benefit information.](#)



SELECTION PROCESS

DEADLINE TO APPLY: Wednesday, January 17, 2024, at 11:59 PM PST.

FOLLOW THIS LINK TO APPLY: [**https://bit.ly/TAM-DFA**](https://bit.ly/TAM-DFA)

Applications must be submitted on-line through this applicant tracking system. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. Incomplete, late, emailed, and faxed applications are not accepted. Certificates, resumes, and/or cover letters must be uploaded with your application through this applicant tracking system. All statements made on the application, resume, and supplemental materials are subject to verification. False statements may cause immediate disqualification, removal from eligibility list, or discharge from employment.

Application – Minimum Qualification Assessment - (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

Remote Screen Interview – (100%) Candidates who pass the application assessment will be invited to a Remote Screen Interview to evaluate training, experience, and other job-related qualifications for the position by RGS. The Remote Screen Interview will be conducted via a video conference platform and is tentatively scheduled for January 23rd and 24th, 2024.

Successful candidates will be submitted to TAM for review. If selected, in-person interviews are tentatively scheduled for February 2nd and 6th, 2024 at TAM's office in San Rafael, CA.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to lbutler@rgs.ca.gov.

Neither Regional Government Services nor TAM are responsible for failure of internet forms or email in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise Regional Government Services by mailing lbutler@rgs.ca.gov



Recruitment services provided by
Regional Government Services

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