

## Compensation and Benefits

- Salary \$108,696 - \$138,888 Annually - Will consider appointment higher end of range DOQ. This position is at-will.
- CalPERS Retirement:
  - 2% @ 55 formula for CalPERS for classic members, 7% member contribution paid by employee.
  - 2% @ 62 formula for new members, 6.25% member contribution paid by employee.
- Health/Dental: Health- 90% of premium paid by Town- up to amount of Kaiser Health Plan; 100% Dental paid by Town.
- Deferred Compensation: Up to 7% contribution by Town to match employee contribution (Example - monthly salary of \$5417 x 7% = \$379.19 deferred compensation contribution by employee, \$379.19 matched by Town x 12 mos. = 9,100.56 annual contribution by employee and Town).
- Vacation leave: A minimum of 10 days annual paid vacation leave.
- Administrative Leave: 80 hours annually.
- Sick leave: 12 days annually.
- Holidays: 11 paid holidays plus three floating holidays annually.
- STD/LTD Life insurance
- Retiree Medical Program
- Wellness Program
- \$75 Cell Phone Stipend
- Technology iPad Stipend

## The Process

Please visit our website at [www.townofyountville.com](http://www.townofyountville.com) to download a job application and to learn more about this excellent job opportunity. The Town will review applications on a continuous basis with a first review on **September 28, 2015 at 5:00PM**. Interviews are tentatively scheduled for the week of October 23, 2015. Please submit your completed application, resume and cover letter and professional references to Julie Baldia, Human Resources, [jbaldia@yville.com](mailto:jbaldia@yville.com). You may also mail your completed materials to 6550 Yount Street Yountville, CA 94599.

The Town of Yountville requires documentation of the legal right to work in the United States as required by IRCA. Candidates who require special accommodations due to a disability are encouraged to request accommodations in advance of the closing date.

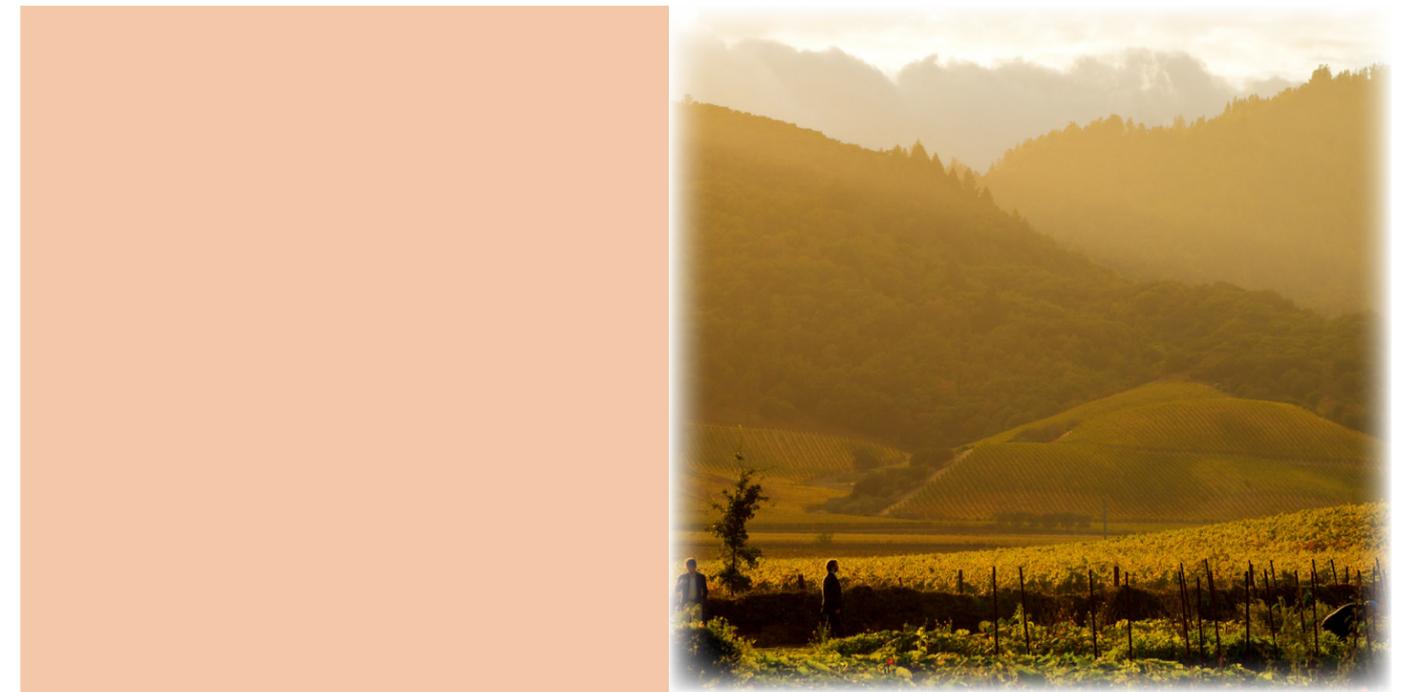
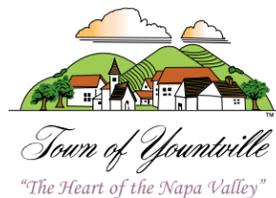
The Town of Yountville is an equal opportunity employer. (EOE)

### Yountville Town Council Vision Statement

"To provide leadership, inspire community spirit, maintain fiscal health and offer a high level of service to the residents, businesses and visitors in Yountville."

#### Town Council Guiding Principles:

- Provide our residents, guests and businesses and our Napa Valley neighbors with high quality public services and facilities
- Encourage citizen engagement and welcome a variety of viewpoints
  - Maintain the unique character that is Yountville
- Assure the long-term vitality of our town through good planning and prudent financial management



## The Town of Yountville

*invites your interest  
for the position of*

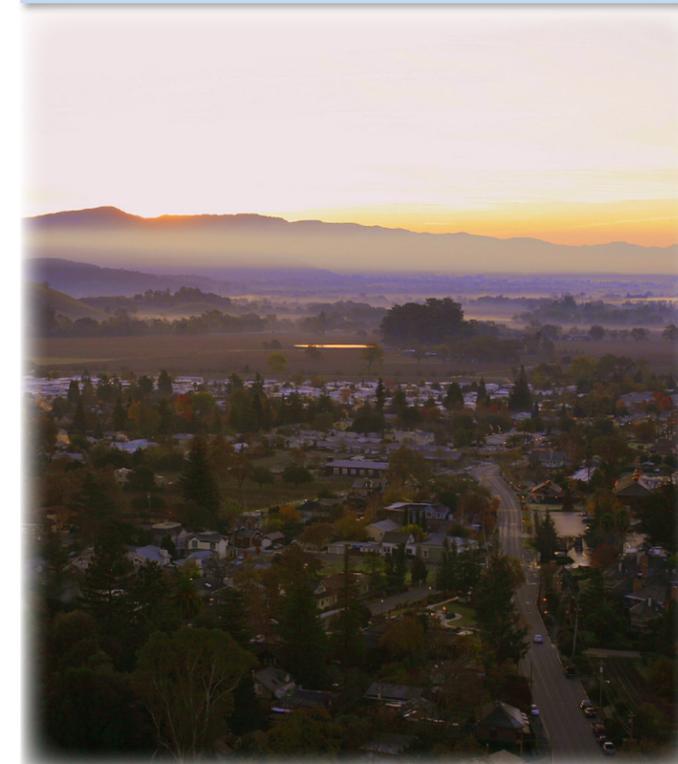
### Finance Director/Treasurer

Salary Range: \$108,696-\$138,888 DOQ



*Town of Yountville*

*"The Heart of the Napa Valley"*



## The Community of Yountville and Town Government

The Napa Valley is located approximately 60 miles from the San Francisco Bay Area, Sacramento and the beautiful Sonoma Coast line. Yountville is situated in the "heart" of the Napa Valley. Convenient to the Bay Area, Yountville is an easy visit for a day trip or longer. Napa County has abundant recreational activities, a good school system and an active and involved community.

The Town of Yountville (population 2,933) is located in the heart of the beautiful Napa Valley wine country. The town is less than one square mile, bordered by Oakville to the north and the City of Napa to the south. Residents and visitors alike enjoy the "small-town" lifestyle and the sophisticated ambiance of premium restaurants, hotels and inns, spas, theater, museum and a 9-hole public golf course found in this quaint village. Yountville is also proud to be home to the Veterans Home of California, a historic community of and for veterans dating back to the 1880's. The Town of Yountville, renowned for its world-class restaurants and award winning chefs, has earned the unofficial title of the "Culinary Capitol of the Napa Valley". From French, Italian, Pacific Rim, Bistro and California Cuisine to down-home comfort food, an array of fine dining and unmatched ambiance are yours to discover in Yountville. Located within walking distance of the Town's well appointed hotels are small luxury inns, premium wineries, activities and shopping. Yountville is regularly featured in Sunset Magazine and was named "one of the best small towns in the west" by the magazine. In 1999 the area around Yountville was approved an American Viticultural (AVA), a unique area for growing grapes. Its boundaries were primarily established by those of the other existing or proposed AVA's in the large Napa Valley AVA-Oak Knoll District on the south, Oakville on the North, Stags Leap District on the east and Mount Veeder on the west. The Yountville AVA is warmer than the Carneros AVA, but cooler than areas to the west and north of it. The area encompasses about 8,260 acres with not quite half of that planted to vineyards. Chardonnay is the dominant of varietals, especially in vineyards to the south where it's coolest. Merlot and Cabernet Franc grow well here as does Cabernet Sauvignon in the AVA's northern portion.

Yountville is a general law city operating under a Council/Town Manager form of government since 1965 with a full-time staff of twenty-seven. Town government consists of the Mayor, and four council members, all elected for four-year terms. Town departments include the offices of the Town Manager, Town Clerk, Finance, Parks and Recreation, Planning and Building and Public Works which includes water and wastewater utility enterprise. Contracted services include Town Attorney, law enforcement and fire and emergency medical services.



## Why Join Our Team?

Are you interested in working in an organization which offers the following?

- A fiscally stable community with most funding locally derived, and a 20% General Fund reserve balance amid a July 2015 Standard and Poor's rating of AA.
- Future capital projects which include upgrading Town and Civic facilities and drainage control.
- Small town organization with opportunities to be actively involved in a wide breadth of Finance Director and Treasurer duties including enterprise operations, joint powers authorities, intergovernmental relationships, bond financing, capital projects, finance management, special audits, labor relations support, risk management support and consultant management. You can be hands on with a variety of tasks in addition to accounting.
- GFOA award winning budget document and CAFR.
- A Town governed by a stable and supportive Council.
- A Town Manager who supports and encourages quality of work-life balance.
- A Town that embraces emerging technology in our operations increasing civic engagement.
- A Town that actively encourages professional development.

## The Position and Ideal Candidate Profile

The Finance Director also serves as the Town Treasurer and is responsible for all of the financial functions of the Town and other administrative duties as assigned. The Director shall manage, coordinate and direct the financial activities of the Town including financial planning, all financial record keeping and reporting, accounting, budgeting, payroll, auditing utilities, accounts payable, purchasing and risk management. Oversees and manages Town investments and serves as Town Treasurer. Prepares and administers the Town budget and Capital Improvement Program (CIP) under Town Manager discretion.

The Finance Director serves as financial advisor to the Town Council and Town Manager. The incumbent will assist the Town Manager in a variety of administrative and special projects.

This position requires a Bachelor's Degree in accounting, finance or a related field along with five years of increasing responsible experience in a public accounting. Municipal finance experience highly desirable but will consider applicants from other fields with strong accounting and finance management background. This position offers an excellent opportunity for those individuals who may be seeking their "first" Director position.

### If you...

- Have a high level of emotional intelligence demonstrated by excellent communication and interaction skills.
- Appreciate and understand this is a "hands-on" working director position.
- Have a "can do" attitude and see challenges in a positive manner.
- Have a collaborative approach and initiative in seeking opportunities to support other departments.
- Have a track record of mentoring and developing all department staff.
- Possess a strong accounting, analytical, creative problem solving and decision making skills.
- Have strong interpersonal and customer service skills both internally and externally.
- Can deliver effective written and oral presentations to multiple audiences.
- Are proficient in managing and implementing automated financial information systems and spreadsheet applications.
- Can effectively manage a variety of administrative, technical and special projects.
- Have a strong background in municipal finance including accounting and budgetary systems, policies and procedures.
- Have a strong customer orientation that will ensure ongoing improvements in customer satisfaction in the effective provision of Town services.
- Have unquestionable ethics, trust and credibility.
- Are a strategic thinker with a commitment to the future of the organization and profession.
- Believe in having fun and having a sense of humor in the workplace.

### ...Then we want to hear from you!

