



EL DORADO HILLS FIRE DEPARTMENT

INVITES APPLICATIONS FOR



DIRECTOR OF FINANCE

The Community

El Dorado Hills is nestled in the picturesque foothills of the Sierra Nevada Mountains, about 25 miles east of Sacramento and 90 minutes from Lake Tahoe and is often referred to as the gateway to El Dorado County. El Dorado Hills offers the amenities of shops, hotels, services, entertainment, and a great variety of restaurants that make living here ideal.

This community is also very proud of the recognition that its schools have received and its cultural achievements. To learn more about the community, visit the El Dorado Hills Chamber of Commerce website at www.eldoradohillschamber.com.

The Organization

The El Dorado Hills Fire Department is a full service, all-risk Fire Department, providing state-of-the-art services such as Advanced Life Support (ALS), Emergency Medical Services (EMS), residential, commercial and wildland fire suppression, hazardous materials safety, fire prevention code enforcement, public education, and community service. Our core values of Integrity, Service, and Excellence serve as the foundation as we go about our daily responsibilities of providing 24 hours a day, 7 days a week rapid response to medical aid calls, auto accidents, wildland, brush and structure fires.

From its beginning in 1963 as a volunteer organization, the Department has grown to 14 Administrative Staff members, 52 paid Captain/Engineer/Firefighter/Paramedics and 41 Volunteers that staff six strategically located stations within the District. The Department provides service that extends beyond responding to emergencies to include numerous Fire Prevention programs, home safety inspections, rattlesnake removals and vehicle lockout assistance as well as other community services.

The Department serves a geographical area consisting of urban development interfacing with rural and wildland areas and covers approximately 85 square miles with 14,205 homes and an estimated population of 45,000.



The Position

Reporting to the Fire Chief, the Director of Finance is responsible for planning, overseeing, and participating in all accounting, financial record keeping, payroll, budgetary and general administrative activities of the Department.

The Director of Finance:

- Establishes, maintains, and controls all accounting records and journals involving a wide variety of accounts and transactions; reconciles and balances fund accounts; examines accounting transactions to ensure accuracy; reviews documents authorizing expenditures from various funds and accounts for conformance to existing standards and procedural requirements; performs month-end, fiscal year-end, and calendar year-end accounting processes in accordance with GAAP, and governmental accounting and reporting standards.
- Pays bills, deposits monies, maintains cash control, including investments; and prepares financial statements and budget reports for approval of the Fire Chief and Department Board of Directors.
- Oversees and is responsible for the development and administration of the Department's budget; prepares property tax revenue budget based on historical data and monitors receipt of funds; assists with budget forecasting, directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; monitors budget variances and works with other management staff to establish and maintain internal controls.
- Maintains cash flow information; provides annual investment policy and reports

quarterly on status of investment portfolio in order to comply with California Investment Laws.

- Ensures the preparation of bi-weekly payroll and maintains records of all personnel of the Department regarding hours worked, deductions, adjustments, pay scales, vacation, sick time, and other benefits.
- Prepares monthly employee and employer retirement contributions; answers employee questions regarding retirement issues.
- Acts as the Secretary to the Board of Directors; attends Board of Director meetings; oversees the maintenance and distribution of all minutes, agendas, and notices in a timely manner.
- Advises the Fire Chief and Board of Directors of any pertinent fiscal information.
- Represents the Department to other agencies and elected officials on matters related to accounting and budget matters.
- Prepares and maintains all records and reports related to health benefits, dental/vision care, and life insurance.
- Receives and processes Workers' Compensation paperwork and coordinates all claims with third party administrator.

The Ideal Candidate

The Department's Director of Finance must be a strong leader with excellent financial management skills, is candid and open with staff, leads by example, solicits and values the input of others and is able to earn respect. He/she must have a well rounded, strong background and knowledge in accounting, investments, financial statements, general ledger/financial/accounting software and budgeting, preferably with experience in a public agency. Strong communication skills, both verbal and written are paramount as the Director of Finance must be able to present complex financial information in an informative, non-technical manner. Finally and most importantly, the new Director of Finance must demonstrate strong personal and professional ethics with high degree of honesty and must be able to develop the trust and respect

of the Department's many stakeholders.

Other skills and traits that are required include:

- Strong customer service ethic, with the ability to establish and maintain positive, cooperative working relationships across all levels of the organization.
- Extensive skill and knowledge in fiscal long range planning, fiscal responsibility, generally accepted accounting principles, and budget functions of a governmental/public agency.
- Strong record-keeping skills.
- Excellent problem-solving skills, able to see all sides of a problem, objectively weigh possible solutions, and provide sound/defensible recommendations.
- Excellent attention to detail, ability to multi-task and work independently.
- Ability to think creatively toward solving financial and organizational challenges and identifying improvements.
- Is a strong decision maker, exercises sound and independent judgment.
- Possesses strong organizational skills.
- Open to new ideas, flexible in his/her approach.
- Remains calm under pressures, is resilient and has a good sense of humor.
- Exemplary motivation, enthusiasm, and professionalism.
- Ability to use and understand personal computers, general office software such as word processing, database and electronic mail, and financial/statistical/accounting software, such as spreadsheets and QuickBooks.
- Familiarity with PERS, FLSA, FMLA/CFRA, OSHA, Cal/OSHA and other Human Resources related compliance laws and regulations is preferred.

Education and Experience

The successful candidate will have a Bachelor's Degree from an accredited four-year college or university with a major in accounting, finance, or a closely related field and five years of increasingly responsible work experience in accounting and finance administration that includes budget formulation and implementation, preferably in the public sector or a government agency. CPA is preferred.

Compensation & Benefits

The El Dorado Hills Fire Department offers an exceptional salary and benefits package. The salary range for this position is \$85,000 to \$120,000 annually. Actual salary will be dependent on the qualifications of the successful candidate. The compensation/benefits package includes:

- California PERS retirement. **2%@ 62** (applicants who are not active members of CalPERS or other public retirement system) or **2%@ 55** (active members of CalPERS or other public retirement system)
- Medical Insurance (CalPERS)
- Dental and vision care
- Educational Incentive Pay
- Longevity Pay
- Twelve paid holidays
- Thirteen days of vacation, increasing with years of service
- Ten days of administrative leave
- Department paid life insurance
- Department contribution toward post-retirement health benefits after five years of CalPERS credited service with the Department and a total of at least ten years of CalPERS credited service.



Application & Selection Procedure

The final filing date is **Monday, April 13, 2015 at 1600 hours** (No exceptions and no postmarks). To be considered for this excellent opportunity, please submit the Department application, your resume with cover letter, current salary, and a list of four work related references (references will not be contacted prior to candidate's approval). Your resume should reflect both months and years of current and prior positions, along with the size of the budget managed. Applications may be found on our website at www.edhfire.com.

Mail or Hand Deliver Materials to:

Megan Selling
El Dorado Hills Fire Department, Station 85
1050 Wilson Blvd.
El Dorado Hills, CA 95762

For Additional Information Contact:

Jill Engelmänn, Human Resources Representative
Email: jengelmänn@edhfire.com
Telephone: (916) 933-6623, x 45

Candidates with the most relevant qualifications will be invited to participate in an interview and/or assessment process, anticipated to occur **in the week of April 20, 2015**. (The assessment process may include one or more exercises) The Department anticipates making an appointment to the position in Mid-June, 2015, following final interviews and the completion of a through reference check and comprehensive background investigation. Prior to appointment, candidates must also pass a drug screening.



For more information, please visit our website at www.edhfire.com.

Station 85/Administration
1050 Wilson Blvd.
El Dorado Hills, CA 95762



*"Your Safety,
Our Commitment"*

Phone: 916-933-6623
Fax: 916-933-5983
Website: www.edhfire.com

**2015 EDH Fire
Volunteer Program
Status Update March 2015**

Dashboard:

People:

Volunteer Activity:

- | | <u>Jan15</u> | <u>Mar15</u> | |
|-----------------------|--------------|--------------|---|
| ○ Utilization/Purpose | | | (Need for vol. response) |
| ○ Training – provided | | | (Training available) |
| ○ Training – Tuesday | | | (Attendance) |
| ○ Training - Weekends | | | (Attendance) |
| ○ Call Response/Need | | | (Response to limited calls for service) |

- | | | | |
|---------------------------|--|--|--|
| Department Culture | | | (Overall morale) |
| Volunteer Morale | | | (State of program) |
| Association Participation | | | (Attendance for association meetings) |
| Program Priority | | | (Not perceived to be operationally critical) |

Process:

- | | | | |
|----------------------------------|--|--|--------------------------------|
| EDH Fire – Admin Sponsor Support | | | (Support by Admin & BC Moreno) |
| EDH Fire – Line Support | | | (Support when requested) |

Equipment/Technology:

- | | | | |
|------------------------|--|--|--------------------------------|
| Equipment availability | | | (Issues with Type I Engine -) |
| Active 911 App | | | (New app. implementation) |
| Call Status App | | | (IamResponding deployment) |

- Requires action to bring to operational acceptability
- Requires continued attention to be fully responsive to a positive status
- Responsive to current needs, no immediate action required
- No current data available

Open Action Matrix: (not listed in order of priority)

Activity/Task	Owner	Timeframe	Stakeholders
2015/2016 Reimbursement realignment recommendation (outdated/broken process)	Admin/Vol/Assoc.	Roppolo submitted detailed recommendation to Chief & AD Hoc on 1/15 – waiting on final approval	Association, Roberts, & Volunteers

**2015 EDH Fire
Volunteer Program
Status Update March 2015**

Recruitment plan for 2015	Completed and candidates in onboarding	7 New hires working t task books 8 new hires in EDH Vol academy	All
New hire task book follow-up	Moreno	Task books deployed to new recruits	New hires
Volunteer Turnover Issue	All	AdHoc committee along with BC Moreno working to set new path for 2015 – key to success is utilization and environment	Dept./Community
Activity/Task	Owner	Timeframe	Stakeholders
DO/FAE program	Open	Open Action participation poor in 13/14 due to time req. – Moreno to re-evaluate process	Volunteers
Call Status tracking App - IamResponding	Moreno/Roppolo	I am Responding fully deployed...utilization improving – some connectivity issues	Volunteers/Chief officers
Operations policy refinement – Use of Volunteers for coverage	Chief Officers	Open Action – BC's trying to pay attention to response and use, still have open policy gaps	Volunteers
Updated Volunteer plan -2015/2016	Moreno completed plan – reviewed with input from Ad Hoc committee and Chief Officers	Issue of shift BC having time to fully administer plan...options to support under evaluation	Volunteers and community

**2015 EDH Fire
Volunteer Program
Status Update March 2015**

Plan to re-vitalize program and morale	Moreno/Vol and Chief Officers	Work in progress - Latrobe turnover now an issue, Rescue has not been addressed or progress on Apprentice program	Community and program
Rethink call response/utilization process	Roppolo/Moreno	Recommendation submitted by Roppolo on 1/2 an incorporated into new Vol plan. BC Moreno created cards for volunteers for quick reference	Community and program
Officer Development	Open	One recent retirement/One leave of absence – One LT on Fire Assignment Deployments - Issue is open/active	Community and program
EDH BOD knowledge of program status	Lt's – update at BOD meetings	Now on agenda as standing item – report outs spotty due to schedules	BOD
Budget for 2015/2016	Need to plan for current safety gear gaps	Are unable to outfit all new volunteers with full complement of safety gear at this time	Moreno/Budget