



**APPLICATIONS DUE: JULY 14, 2022**

**Transportation Agency for Monterey County**

**Director of Finance & Administration**

**Annual Salary Range: \$122,520 - \$165,816**

#### **THE OPPORTUNITY**

The TAMC Executive Director seeks a Director of Finance & Administration with a strong background in financial and human resource management who is adept at providing the organization with the fiscal and administrative support necessary to deliver its programs and projects.

The position is full-time and offers very competitive benefits.

#### **THE AGENCY**

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, state, and federal transportation grants, and administering various transportation projects and programs. TAMC is a high-energy, service-oriented agency with a small staff and a 17-member Board of Directors. Employees are encouraged to participate in training programs and develop new skills.

#### **THE POSITION**

Under direction of the Executive Director, the Director of Finance and Administration will plan, develop, direct, and supervise administrative and operational support functions, including administrative policies and procedures, employee benefits program, procurement, fixed assets, risk management, records retention; procedures for recruitment and evaluation of applicants for TAMC positions, orientation of new employees, performance appraisal, documentation, response to grievances, and payroll.

Primary responsibilities include the preparation of agency budget and justification; revenue forecasting; development and administration of systems for fiscal control, monitoring, and reporting; disbursements and cost accounting system; oversee TAMC, Regional Impact Fee and Transportation Safety Investment Program audits; assist planners in establishing costs and required resources for new programs, procurements or services.

TAMC is offering a hybrid work mode, approximately 90% remote and 10% on-site.

## THE IDEAL CANDIDATE

The Director of Finance and Administration will be an effective manager with strong transportation finance, budgetary and personnel experience, who thrives in a small agency environment and is not afraid to be hands on.

The ideal candidate will be a team player that can build and maintain effective interpersonal relationships at all organizational levels, with the TAMC Board and the public, as well as an excellent communicator with strong writing and oral presentation skills.

The Director of Finance and Administration will also possess the demonstrated ability to plan, organize, supervise, and evaluate the work of subordinate staff, develop, and oversee complex record-keeping and reporting systems; develop, interpret, and apply complex regulations, policies, contracts and memorandums of understanding.

Knowledge of the following principles and practices is expected: governmental resource management, including budget preparation and administration and funding practices of federal and state grant agencies; organization, administrative and personnel management; supervision, training, and performance evaluation; pertinent federal, state and local laws, codes and regulations.

The ideal candidate will also possess proficiency in the use of personal computers and related software such as spreadsheets, and financial data software-preferably QuickBooks.

## EDUCATION AND EXPERIENCE

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: 10 years of increasingly responsible supervisory and management experience in the public and/or private sector.

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, human resources, public or business administration, or a related field.

## COMPENSATION AND BENEFITS

The existing salary range for the Director of Finance and Administration is \$10,210-\$13,818 per month, \$122,520-\$165,816 annually.

TAMC's competitive benefit's program includes:

- California Public Employees' Retirement System (CalPERS 2% @ 55 years for classic members or 2% @ 62 years for new members (as defined under PEPR)
- Generous contributions (8%) to 457 Deferred Compensation Plan
- Section 125 Cafeteria Plan includes generous contributions to health, dental, and vision insurance, including coverage for dependents
- Life/AD&D insurance; Short- and Long-term Disability insurance
- Leave Benefits – 11 paid holidays, 2 floating holidays, 25 days of personal time and 10 day of professional leave per year.

## APPLICATION AND SELECTION PROCESS

The position will be open until filled.

To be considered for this exceptional opportunity, please submit your letter of interest, resume, statement of qualifications, TAMC application form (available at [www.tamcmonterey.org](http://www.tamcmonterey.org)) and email addresses for five work-related references in a single email submittal to Diane Eidam at [deidam@ambag.org](mailto:deidam@ambag.org) no later than 5:00 pm on July 14, 2022.

Application materials will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview. References will not be contacted until after an interview takes place.

An appointment to the position will be made after completion of comprehensive reference and background checks to be coordinated with the successful candidate.

All new hires are required to be fully vaccinated for Covid prior to starting work at the Agency unless a medical or religious exemption is granted.

The Transportation Agency of Monterey County is an Equal Opportunity Employer.