

MANAGER, FINANCIAL PLANNING

Port of Oakland, CA





THE PORT OF OAKLAND

The Port of Oakland includes the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland seaport is among the top ten busiest container ports in the U.S.; Oakland International Airport is the fifth largest airport in California offering over 375 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. The Port employs approximately 500 individuals and has annual revenues of approximately \$381 million. Together, through Port operations and those of its tenants and users, the Port generates more than 84,000 jobs in the region and the Port's overall economic value—from business revenue, consumer spending, and total value of goods and services—tops \$130 billion. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. For more information, visit the Port's website at www.portofoakland.com

THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. Its temperate Bay Area climate - rated the best in the nation - combined with a vast network of arts, entertainment, recreational and educationally-enriching amenities make Oakland a thriving setting for its 447,000 residents and a tourist destination for thousands of visitors annually. The City's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. Oakland's diversity is also reflected in more than 600 year-round cultural fairs and events citywide. Other recreational, cultural and entertainment activities take place in 106 parks, Lake Merritt, Jack London Square, Knowland Park Zoo, the Oakland Museum of California and the Paramount Theater, among other welcoming venues.

Oakland is in close proximity to some of California's most famous destinations - San Francisco is just minutes away and the world-renowned Napa Valley wine country is a short distance further. In addition, Oakland is just three hours from Lake Tahoe and the Sierra Mountains, less than three hours from Monterey, Carmel and Mendocino, and a short one-hour flight to Southern California. For longer trips, travelers can take advantage of the generous flight schedule offered by the numerous major carriers at Oakland International Airport. Encompassing a wide range of housing and educational choices for its residents while providing all the elements of an attractive urban city make Oakland a great place to live and work.

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THE DIVISION

The Finance and Administration Division, led by the Chief Financial Officer, provides the Port with short and long-term financial guidance in the areas of financial planning, financial management, capital project funding, and internal and external financial reporting. This division is also responsible for risk management, purchasing, information technology, and human resources.

- **Financial Planning** facilitates and monitors the Port's operating and capital budgets, prepares financial analyses and forecasts, and develops and coordinates the funding of capital projects. The department is also responsible for Aviation Rates and Charges, cash management, debt management, and debt compliance.
- **Accounting** is led by the Port Controller, and provides centralized accounting and financial statement reporting services for the entire Port. Accounting develops and maintains a system of internal controls to help maintain reliable financial reporting and plays an important role in safeguarding assets and preventing and detecting fraud. The primary functions of the department include: producing and delivering invoices to tenants, processing payments to suppliers, preparation and distribution of payroll, custody and maintenance of the general ledger, preparation of monthly financial statements, management of grant reimbursements, and management of the annual external audits which includes the production of the Port's CAFR. Additionally, Accounting works closely with the Port's Audit Services Division on internal audits and with Financial Planning on certain reports and studies.
- **Purchasing** facilitates and manages the acquisition of supplies, equipment and services for the Port, except for those items and services which are procured through construction bids (public works).
- **Risk Management** is responsible for identifying, evaluating and recommending risk transfer of insurable loss exposures faced by the Port. The department coordinates and directs various risk transfer functions, including risk analysis, insurance purchase, claims administration, selection of agents/brokers, allocation of risk charges to operating departments, and recovery from insurance companies. Risk Management reviews Port contracts, and recommends and tracks insurance protection levels for tenants, vendors, consultants and suppliers. The department also administers the Port's Owner-Controlled Insurance Program (OCIP) for capital improvement projects.

THE POSITION

Reporting to the Chief Financial Officer, the Manager, Financial Planning is responsible for developing and managing the Port's budgeting, debt, cash, capital improvement plan, and long range financial planning.

The Manager, Financial Planning directs the services of the Financial Planning Department. He/She will prepare financial projections and relevant analysis. Using quantitative analysis tools, the incumbent will assess financial outlook and outcomes through scenario planning and financial modeling. This position is responsible for the successful planning and implementation of the Port-wide budget process. The Manager works with internal divisions, project managers and external resources to design, develop and implement the Port's ongoing capital improvement plan. The Manager analyses debt requirements, debt covenants and financing alternatives to fund capital projects, and serves as the primary liaison to the rating agencies, financial advisors and underwriters. The Manager also prepares related internal procedures and documentation. This position is responsible for supervising a staff of professional-level analysts and serves as a mentor for other professional staff.

The Manager, Financial Planning has frequent interaction with staff and leaders of other Port divisions, the Chief Financial Officer, the Executive Director and Board of Commissioners and citizens. He/she works as an integral member of various Port leadership teams in helping the Port achieve its objectives.



This class is distinguished from the Chief Financial Officer in that the latter is a division head, overseeing finance, human resources and information technology, and has broader management responsibility for policy development, strategy planning, and for implementation of Board of Commissioner priority programs and Port-wide strategic planning initiatives.

THE IDEAL CANDIDATE

The Port of Oakland seeks multi-faceted, senior finance professionals for the Manager, Financial Planning position. The ideal candidate will bring vision, tactical analysis and strategic leadership and management skills to the Finance Division. He/She will be able to quickly learn and join the Port's culture, establish credibility with the internal stakeholders, and ensure others that the Division's presence is visible, accessible and helpful in working towards the Port's goals and success.

The selected person will be resourceful, trustworthy and able to guide and push the Port to get things done. This person will be a working manager with outstanding interpersonal skills.

Top Areas of Focus:

- **Manage the Port's Debt** – Oversee the structuring of debt. Develop relationships with rating agencies, financial consultants, etc. Manage day-to-day compliance and reporting requirements, oversee financial feasibility and risk assessment. Although the Port has not issued a lot of new debt in the recent years, there is a possibility that this will be an area of focus in three to five years.
- **Oversee the Budget Process** – Be hands on over the four to six months process. Responsibilities include establishing budget parameters; developing the Port's 5-year financial projections, 5-year Capital Improvement Plan and 5-year cash flow projections; establishing Aviation rates and charges for the Oakland International Airport; working and coordinating with all Port divisions; and providing additional outlooks and long term vision.
- **Financial Planning** – Assist the organization in financial analysis and its preparedness for potential changes. Bring a higher level of consistency and understanding to financial planning. Explain what the right approach is and why, give the staff direction and take the lead in improving processes.
- **Streamline the Rate Setting Process** – Ensure revenue generating is achieved at the maximum level. Streamline aviation and utility rate setting across the board.
- **Leadership** – Bring stability and leadership to the high performing finance team. Provide structure and guidance so that they continue to give valuable contributions to the Port and ensure the Port's performance.

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Education and Experience

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include a bachelor's degree in accounting, finance, or business administration (an advanced degree is preferable and encouraged) **plus** six years of experience in the financial area, such as financial and budget analysis, debt and capital markets and/or experience in airport, commercial real estate, and/or maritime finance.

- It is preferred that candidates have experience issuing debt, rate setting and financial analysis.
- It is preferred that candidates have a background in negotiations and process improvement.

Candidates from the public AND private sector will be considered.

COMPENSATION

The salary for this position is \$169,704 to \$210,192 and will be dependent upon the qualifications and experience of the selected candidate. The Port's benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. The Port also offers an attractive benefits package including:

- California Public Employees Retirement System (CalPERS) formula of 2% at 62 years of age or 2.5% at 55 for new hires with other CalPERS service and/or reciprocity.
- The Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).
- The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port pays 100% of the premium cost for Long Term Disability (LTD) coverage and reimburses employees for the State Disability Insurance.
- The Port pays 100% of the premium cost for life insurance at one-time annual salary with certain limits.
- The Port offers a pre-tax Deferred Compensation Plan allowing employees to save and invest money for retirement with tax benefits.

Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port.
- 1 paid Floating Holiday per year.
- 12 days of sick leave per year after three months of employment which includes 4 days of personal leave.
- 12 paid holidays as well as the second half of the shift on December 24 and December 31.

To learn more, visit <http://www.portoakland.com/business/human-resources/>.

HOW TO APPLY

Please apply **on-line** by **May 24, 2019** at www.allianceRC.com.

For questions and inquiries, please contact:

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