

*Superior Court of California  
County of Santa Barbara*



*Invites Applications For*

# Chief Financial Officer

*Salary Range: \$90,703-\$106,653 annually  
3.5% increase scheduled for November 2007*





### *The Location*

Santa Barbara County is a land of beautiful beaches and rolling hills covered with oaks and vineyards. Community celebrations as diverse as Old Spanish Days, Danish Days, Rodeos, Flower, Avocado and Lemon Festivals and an International Film Festival ensure that there is something here for everyone, and with an average temperature near 70<sup>o</sup>, you can enjoy the scenery year round. With an area just over 2700 miles, and population nearing 400,000, there are a variety of communities to choose from, whether you are looking for a small town, or mid-size city.

### *The Position*

Under direction of the Superior Court Executive Officer, an incumbent of this classification organizes and directs the financial resources of the Superior Court, a Judicial Branch component of both State and County government. Provides consultation and advice on complex State and County financial issues affecting the Court, conducts and coordinates analytical studies of financial and operations functions; manages multiple and complex State and Local government budgeting, accounting, collections, contract administration, cash management, internal auditing functions and payroll for the Superior Court; as typified by the following:

1. Acts as the Court's primary budget officer, developing and coordinating the collection of data, coordinating judicial, management, and supervisor participation in budget development.
2. Monitors the Courts fiscal condition, on an on-going basis, recommending and taking corrective action for budget variances; preparing long range projections and fiscal plans to support effective Court operation.
3. Controls Court expenditures for compliance with State and local government disbursement standards.
4. Drafts, negotiates and monitors, directly or through subordinate staff, contracts or grant applications.
5. Conducts and/or supervises periodic internal and external audits of Court fiscal operations, preparing reports for Court management and State and local government, as required.
6. Prepares and implements fiscal policies and procedures consistent with state guidelines.
7. Other duties as assigned.

**SUPPLEMENTAL INFORMATION:** Independent travel between Court locations, facilities and work sites will be required.



### *The Court*

Santa Barbara County Superior Court has 19 Judicial Officers and five Commissioners under a presiding judge. The Court serves four locations, Santa Barbara, Santa Maria, Lompoc and Solvang. There are juvenile court facilities in Santa Barbara and Santa Maria.

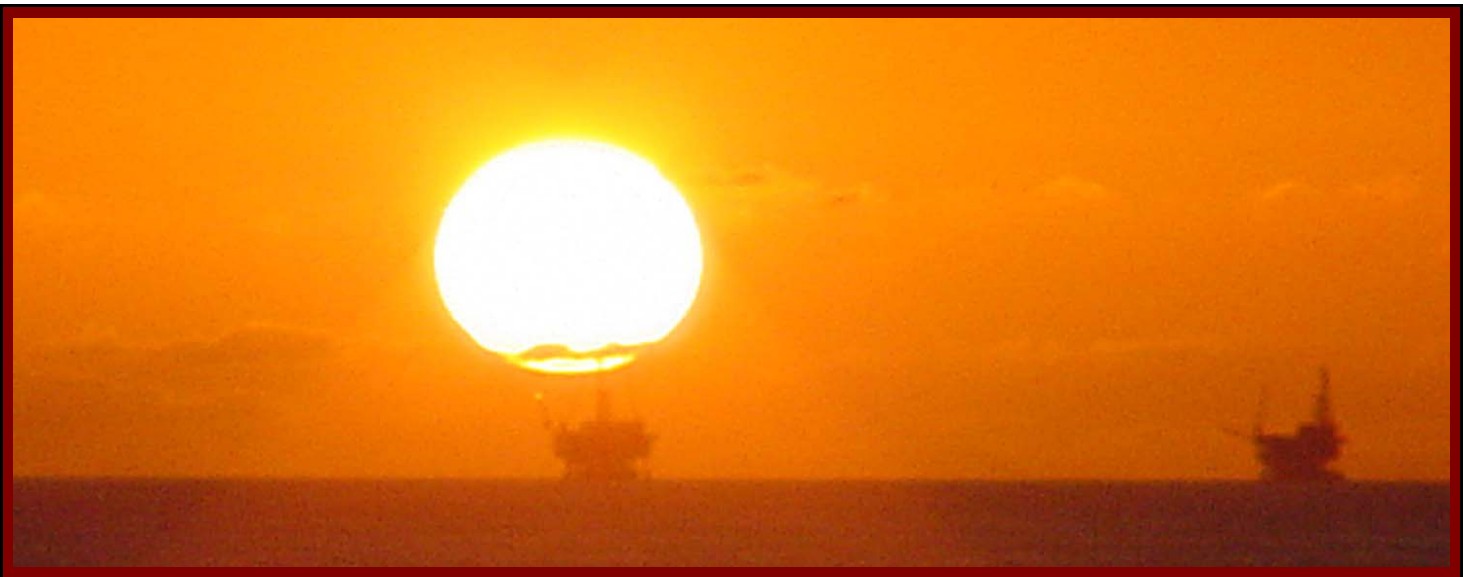
The mission of the Santa Barbara County Superior Court is to resolve disputes arising under the law in a fair, accessible, effective and efficient manner, and to interpret and apply the law consistently, impartially, and independently to protect the rights and liberties guaranteed by the Constitutions of California and the United States.

## *Employment Standards*

1) Bachelor's degree in Finance, Business or Public Administration, Accounting or related field, and two years of administrative or management experience in a government agency; or 2) three years of supervisory, administrative or management experience in a California trial court; or 3) any combination of training, education and experience that would provide the required knowledge and abilities.

**Knowledge of:** principles and practices of business and public administration, principles and practices of public sector personnel and contract management; principles and methods of work planning, staffing analysis and project management; data collection and techniques of fiscal analysis; techniques of service evaluation and capital projects planning; supervisory and personnel motivation practices; public speaking and presentation techniques; research techniques utilized in securing information about regulations and legislation; the capabilities and standard application of office automation to staff and administrative functions.

**Ability to:** communicate effectively, both orally and in writing; use word processing, spreadsheet, and database management applications; conduct meetings, public presentations, and difficult contract negotiations; conduct fiscal planning efforts in a government organization; work under time and resource pressures and to resolve competing demands for scarce resources; identify and solve accounting, cash collection and revenue management problems; motivate and lead subordinate employees, and work with judges and other high-ranking State and County officials; independently conduct analytical studies; collect and analyze data, draw conclusions and make recommendations; prepare and supervise the preparation of budgets, grant applications, service contracts, payroll, and complex narrative or statistical reports; determine opportunities for improvement in fiscal performance and service delivery methods; establish and maintain working relationships with clients, customers and representatives of other agencies or departments.



### *Application and Appointment*

Position is at-will. Santa Barbara Superior Court application form is required and should be returned to Santa Barbara County Superior Court Human Resources. This position will remain open until filled.

Application forms may be obtained from our website at [www.sbcourts.org](http://www.sbcourts.org), or by calling 805-568-2739. Completed applications must be filed with:

**Superior Court Human Resources  
Figueroa Division  
118 E. Figueroa Street  
Santa Barbara, CA 93101**

**The Superior Court is An Equal  
Opportunity Employer**

### *Benefits*

This position includes a generous benefits package which currently consists of:

- **Benefit Cash Allowance** - \$6,020 per year (received as cash or applied to certain benefit costs)
- **Vacation** - Twelve days vacation per year with increases up to 25 days depending upon length of employment; credit for previous public agency service toward accrual rate
- **Holidays** - Fourteen days per year
- **Sick Leave** - Twelve days sick leave per year, unlimited accumulation
- **Health Plan** – Medical, dental, and vision care plans. Court contributes toward the employee's medical and dental premium
- **Retirement** - 2% at age 57 fixed benefit retirement plan. Retirement based on highest single year. Court pays \$2,080 per year toward employee's retirement cost
- **Other Benefits** - \$20,000 term-life insurance policy; long-term disability insurance; Flexible Spending Plan, choices include: pre-tax health, life and accident insurance premiums, and health care, dependent care, transit and parking spending accounts.