

THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA BARBARA



The mission of our Court is to protect constitutional rights and liberties, apply the law equally, resolve disputes, and reconcile relationships in a fair and timely manner.

# CHIEF FINANCIAL OFFICER



## CAREER OPPORTUNITY

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 the State of California for the County of Santa Barbara. 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.

**SALARY: \$104,695.76 - \$127,816.00 Annually**

**CLOSING DATE: CONTINUOUS**



# CHIEF FINANCIAL OFFICER

## EXAMPLES OF DUTIES:

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; preparation and negotiation of annual (multiple) Court revenue and expenditure budgets, with State and County Officials.
2. Monitors the Courts fiscal condition, recommending and taking corrective action for budget variances; preparing long range projections and fiscal plans to support effective Court operation; and making reports and presentations to management, judges, and other officials.
3. Prepares and implements plans for maximization of Court revenue assessment and collection; directing professional and clerical accounting and collections personnel; recommending system improvements as needed; and coordinating the assistance of County departments and State agencies. Ensures that case management system revenue distribution is in accordance with State Controller's guidelines.
4. Controls Court expenditures for compliance with State and local government disbursement standards; assures appropriate maintenance of expenditure records; and directing and supervising accounting staff.
5. Consults with judges and other Court managers regarding pending and recently adopted legislation affecting Court fiscal matters, implementing and instructing accounting staff as to necessary fiscal changes.
6. Assists in planning for Court facilities construction, leasing, maintenance and repair; and monitors all facilities maintenance and improvement projects in progress, as well as controlling procurement and use of fixtures, equipment, and other capital resources.
7. Drafts and negotiates, directly or through subordinate staff, contracts or grant applications; monitors contracts for compliance with financial terms; interprets contract terms; and approves solutions to contractual problems.
8. 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.
9. Oversees payroll function in accordance with state and federal law.
10. Prepares and implements fiscal policies and procedures consistent with state guidelines.
11. Responsible for maintaining inventory of physical assets.
12. Other duties as assigned.

## 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. With an average temperature near 70, you can enjoy the scenery year round.

With an area just over 2,700 square miles, and a population of 433,398, there are a variety of communities to choose from, whether you are looking for a small town or midsize city.

Santa Barbara County has a number of institutions of higher learning including University of California Santa Barbara, Westmont College, Fielding Graduate Institute, Allan Hancock College and Santa Barbara City College. All institutions offer opportunities to participate in cultural, academic and sporting events.

## 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, as determined by the Court.

**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.

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

# APPLICATION & APPOINTMENT

## OPEN UNTIL FILLED

Original Santa Barbara Superior Court Application form required. Applications may be accompanied by a resume, but not in lieu of a completed application form.

You can apply online at [www.sbcourts.org](http://www.sbcourts.org) or application forms may be obtained on our website or by calling 805-882-4739.

Completed hard copy application may be submitted at:

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

**Applications are not accepted via Fax or Email.**

# BENEFITS

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

## INSURANCE BENEFITS:

- Benefit Allowance: \$311.54 Biweekly
- Health Insurance County Contribution Maximum:
  - Medical – \$311.00 Twice monthly
  - Dental – \$13.02 Twice monthly
- Flexible Spending Plan:
  - Health Insurance Pretax Premiums
  - Medical/Dependent Care Spending
- Disability Insurance: County paid Long Term Disability Insurance
- Life Insurance: \$20,000 Term Life
- Supplemental Life, Critical Illness and Accident Insurance available

## RETIREMENT BENEFITS:

- Retirement Plan: Employer contribution of approximately 25.34% of gross wages towards employee's mandatory retirement account.
- 457 Deferred Compensation Plan: Voluntary Benefit
- Current public employees may qualify for retirement reciprocity and time and service credit towards vacation accrual rate.

## LEAVE BENEFITS:

- Paid Holidays: 13 days per year plus 1 floating holiday
- Paid Sick Leave: 12 days per year
- Paid Vacation:
  - 0-2 years – 12 days per year
  - 2-4 years – 16 days per year
  - 4-10 years – 19 days per year
  - 10-14 years – 22 days per year
  - 14+ years – 25 days per year

## FLEXIBLE SPENDING ACCOUNT (FSA) AND OTHER BENEFITS:

- Health Care FSA
- Dependent Care FSA
- Alternative Transportation Benefit (TDM): 0.62 Paid Vacation Hours Biweekly
- Employee Assistance Program