



The Association of Monterey Bay Area Governments (AMBAG) invites applications
for the position of:

Director of Finance and Administration

Final Filing Date: Until Filled

THE OPPORTUNITY

The AMBAG 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

AMBAG's mission is to provide strategic leadership and services to analyze, plan, and implement regional policies for the benefit of the cities and counties of Monterey, San Benito and Santa Cruz. Balancing local control with regional collaboration, AMBAG was organized in 1968 and formed as a Joint Powers Authority (JPA). It is governed by a twenty-four member Board of Directors comprised of elected officials from each city and county. AMBAG is the region's federally designated Metropolitan Planning Organization (MPO) and a Council of Governments (COG) for Santa Cruz and Monterey Counties.

Among its many functions, AMBAG is responsible for developing the region's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP), and the Regional Travel Demand Model (RTDM). AMBAG also prepares the region's regional housing, population and employment forecasts. These forecasts are utilized in a variety of regional and jurisdictional plans. Funding for the organization comes primarily from federal and state grants. A small, but critical component of AMBAG's funding is derived from annual member dues. Membership and participation in AMBAG is voluntary.

Planning Excellence!

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 AMBAG 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 AMBAG's annual independent audits and the development and submittal of AMBAG's Annual Comprehensive Financial Report; assist planners in establishing costs and required resources for new programs, procurements or services.

AMBAG 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 AMBAG 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 coursework in finance, accounting, human resources, public or business administration, or a related field.

Certification as a Certified Public Accountant is highly desirable.

COMPENSATION AND BENEFITS

The existing salary range for the Director of Finance and Administration is \$10,262-\$13,802 per month, \$123,144-\$165,624 annually.

AMBAG'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 PEPRRA))
- Health, dental, and vision insurance, including coverage for dependents
- Life/AD&D insurance; Long-term Disability insurance
- Leave Benefits – 12 paid holidays, 2 floating holidays, 12 days of sick leave and 10-20 days of vacation (depending on months of service).
- Tuition Reimbursement

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, AMBAG application form (available at www.ambag.org) and email addresses for five work-related references in a single email submittal to Diane Eidam at deidam@ambag.org no later than 5:00 pm on March 25, 2025.

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 Association of Monterey Bay Area Governments is an Equal Opportunity Employer.