



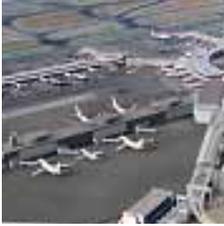
# San Francisco International Airport



*is accepting applications for the position of*

## **Finance Director**

*Candidates are encouraged to apply by Monday, June 4, 2012*



## San Francisco International Airport

San Francisco International Airport (SFO), an enterprise department of the City and County of San Francisco, delivers world-class security and customer service in state-of-the-art facilities. SFO, the “gateway to the Pacific,” serves more than 41 million domestic and international passengers annually.

SFO was recently awarded the “Healthiest Place to Work in the Bay Area,” by the San Francisco Business Times. SFO continues to be committed to setting the standard for our industry. SFO and its staff have been recognized as industry leaders in developing innovative programs and initiatives in the fields of security, the environment, customer service, concessions, and business. Leadership in each of these areas reflects SFO’s commitment to its mission “to provide an exceptional Airport in service to our communities.”

SFO is governed by the Airport Commission, a five-person body appointed to four-year renewable terms by the Mayor of San Francisco. The Commission appoints the Airport Director. SFO operates under the rules, regulations, and authority of the Federal Aviation Administration, a branch of the Federal Department of Transportation. The Airport maintains full compliance with these regulations as well as those of the Transportation Security Administration. The Airport, as part of San Francisco City and County government, is subject to all relevant provisions of the Charter of the City and County of San Francisco and other related codes and ordinances.

Originally part of the San Francisco Public Utilities Commission, the Airport Commission was established by City Charter in 1970. In accordance with the Charter, the Airport Commission is primarily a policy-making body, establishing the policies by which the Airport operates. The Commission is prohibited by Charter from involving itself in the day-to-day operation of the Airport. That function is vested in the Airport Director, John L. Martin.

## The City and County of San Francisco

San Francisco is the only city in California that is also a county. Its governing powers are vested in an eleven-member Board of Supervisors elected by district, with each serving a four-year term.

The Mayor – the chief executive of the city – is elected by the voters for a four-year term, as are the City Assessor, Treasurer, City Attorney, Public Defender, District Attorney, and Sheriff. Mayor Edwin Lee was elected in 2011 as the 43rd Mayor of the City and County of San Francisco.

## The Position

This outstanding career opportunity is the result of a resignation to accept a promotional opportunity. This position reports to the Deputy Airport Director of Business and Finance and has primary responsibility for management of the Finance Section of the Business and Finance Division at the Airport. This position is responsible for the high-level planning of the Airport’s financial direction and the implementation of long- and short-range financial plans. Other key responsibilities of this position include:

- Managing capital financing, finance administration, and finance operations, including issuance and management of short- and long-term debt, investor and credit agency relations, and arbitrage rebate filings;
- Development of long-term Capital Plans;
- Establishing Airport rates and charges;
- Managing the Risk Management program;
- Performing financial and economic analyses, modeling, and forecasting;
- Supervising Finance Section staff;
- Developing and monitoring the Airport operating budget;
- Managing the Airport Passenger Facility Charge and Grant Programs;
- Preparing Commission memoranda and staff reports;
- Interacting with, coordinating with, and providing support for the Airport’s Accounting functions and preparation of financial statements;
- Communicating fiscal policies to the Airport Commission, Board of Supervisors, Mayor’s Office, Budget Analyst, and other stakeholders;
- Interacting with credit and rating agencies; and
- Directing certain Airport audit functions, including responding to the Airport’s external auditors in areas such as single audits and year-end closing of financial statements.



The challenge of this position will require the Finance Director to (a) function effectively within a complex organization; (b) manage a robust finance section with oversight and management of professional and administrative staff; and (c) serve as a financial advisor to key airport departments, the Airport Commission, and the Airport's Executive Leadership on a variety of financial matters.

Specifically, the Finance Director will:

- Oversee and manage financial aspects of the SFO organization (annual budget of approximately \$824 million and the \$764 million Five-Year Capital Improvement Plan);
- Through innovation and sound financial judgment, develop and administer financial programs and procedures including all funding necessary for the annual operating budget and debt financing relative to the Airport's capital program;
- Review financial plans with the tenant airlines pursuant to the Airport Airlines Lease and Use Agreement and the Airport Financial Advisory Committee as well as other City departments that provide services to the Airport;
- Work collaboratively with others to develop a comprehensive annual budget with input from SFO Leadership for approval by the Airport Commission; and
- Communicate regularly with SFO Leadership including the Airport Commission and Mayor's Office on performance and budget results, continually striving to benchmark the SFO organization as one of the top airport's in the country in financial management.

## The Ideal Candidate

The Finance Director will be a well-rounded administrator with experience in overseeing a significant financial operation. The ideal candidate will be a knowledgeable, strategic-thinker with unquestionable integrity in the commitment to manage the fiscal affairs of a robust and demanding organization. The Finance Director will approach this position with an energetic and enthusiastic style that welcomes input and encourages teamwork and diversity. Specific knowledge of airports and aviation would be beneficial although the emphasis of this position will be on a track record of success in dealing with public finance and accounting. A strong understanding of the financial operations of a public enterprise organization is very important in this position.

The Finance Director is supported through an exceptionally well qualified section team (total staff of approximately 26) and, as such, has resources available in the administration and implementation of financial programs and matters.

Personal qualities desired in the Finance Director include being forward-thinking and an excellent financial strategist. It is important for the Finance Director to be a good manager of people; a manager that contributes as well as encourages a cooperative team spirit within the organization. Additionally, top candidates for consideration will have:

- Strong interpersonal and communication skills combined with a collaborative style;
- Ability to engage in a collaborative, team-spirited work environment contributing to SFO's overall success;
- High ethics and integrity, able to demonstrate professionalism in all aspects of business and financial dealings of such major significance;
- Ability to work with a variety of audiences and stakeholders;
- The confidence to seek input from others; and
- Ability to articulate the fiscal and business needs of the organization.

In summary, the Finance Director will be a skilled financial professional able to manage financial operations of the airport, oversee staff and offer significant contributions in this fast-paced and multi-faceted environment.

## Qualifications

Possession of a Bachelor's degree from an accredited college or university.

### AND

Ten (10) or more years of progressively responsible financial experience in a combination of the following areas: financial policy analyses; financial planning and development; risk management and insurance implementation; rate setting; financial, economic, and statistical analyses; projections and evaluations.

### SUBSTITUTION

Possession of a Master's degree from an accredited college or university in business administration, economics, finance, public policy, aviation, transportation, or related field may be substituted for up to one (1) year of the required experience.

## Appointment Type

This position is based on Position Based Tests administered by the City and County of San Francisco in accordance with Civil Service Rule 111A. Further information about the rules associated with this permanent appointment can be found at [www.sfgov.org](http://www.sfgov.org) under the job announcement of 0942 Manager VII, Finance Director. All qualified applicants that apply to Ralph Andersen & Associates will be required to complete the necessary documentation including a completed formal application. Final status of candidates will be at the discretion of SFO Leadership based on the selection procedures established by the City and County of San Francisco.

## Compensation

The annual salary range for the Finance Director is \$131,326 to \$167,596. Appointments above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

Other outstanding benefits offered with this position include:

- Medical and Dental Insurance;
- Defined Retirement Plan;
- Deferred Compensation Plan;
- Social Security;
- Long-term Disability Plan;
- Life Insurance;
- Paid Management Training Program;
- Vacation/Holiday/Sick Time; and
- Administrative Leave (may earn up to annual maximum of 100 hours).

## To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. ***This position will be considered "open" until a final selection is made.*** Candidates are encouraged to apply by Monday, June 4, 2012. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials. ***Electronic submittals are strongly preferred*** and should include the following.

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Five (5) professional references.

***Electronic submittals should be sent to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com).***

Ralph Andersen & Associates is working exclusively with SFO Leadership to encourage highly qualified candidates to submit for this outstanding career opportunity. Interested candidates may also apply to Ralph Andersen & Associates via the following alternative method:

### Via U.S. Mail

Ralph Andersen & Associates  
5800 Stanford Ranch Road, Suite 410  
Rocklin, California 95765

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Candidates meeting the desired criteria will be forwarded to SFO for further evaluation and continuation in the final screening process (see below). Questions regarding this position should be directed to Ms. Heather Renschler at (916) 630-4900.

## The Final Selection Process

The SFO Leadership will make the final selection for the Finance Director based on the established procedures which are governed by the personnel rules of the City and County of San Francisco. Key aspects of this selection process include:

**Screening Committee (Weight: Qualifying):** A committee may evaluate the qualifications, as described on the submitted materials, of each candidate who has met the minimum requirements for this position. Only the most qualified candidates will continue in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the process, and the decisions of the screening committee are final.

**Supplemental Questionnaire (Weight: 100%):** The most qualified candidates will be provided a supplemental questionnaire. The supplemental questionnaire is used to evaluate and rank qualified candidates. Additional information on the examination process may be provided on the supplemental questionnaire.

**Certification Rule:** The certification rule for the ranked eligible list resulting from this examination will be rule of the list. The Leadership at SFO may conduct additional selection processes to make the final hiring decision for the Finance Director.

**Transportation Security Administration (TSA) Security Clearance:** Candidates selected for employment with the San Francisco Airport Commission are required to obtain TSA clearance.