



CSCDA

CALIFORNIA STATEWIDE COMMUNITIES
DEVELOPMENT AUTHORITY

EXECUTIVE DIRECTOR



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

**Photos are from CSCDA
financed projects*

THE AUTHORITY

California Statewide Communities Development Authority (CSCDA) is a joint powers authority sponsored by the League of California Cities (“Cal Cities”) and the California State Association of Counties (“CSAC”). CSCDA was created by Cal Cities and CSAC in 1988 to provide California’s local governments with an effective tool for the timely financing of community-based public benefit projects. CSCDA enables local government and eligible private entities to access low-cost, tax- exempt financing for projects that provide a tangible public benefit, contribute to social and economic growth, and improve the overall quality of life in local communities throughout California. Although cities, counties and special districts can issue their own debt obligations or serve as a conduit issuer of private activity bonds that promote economic development and provide critical community services, many local agencies find stand-alone financings too costly or lack the necessary resources or experience to facilitate the bond issuance and perform post-issuance activities for the term of the bonds. In response, CSCDA was created by and for local governments in California.

Currently, more than 530 cities, counties, and special districts have become Program Participants to CSCDA – which serves as their conduit issuer and provides access to an efficient mechanism to finance locally-approved projects. CSCDA has issued more than \$75 billion in tax-exempt bonds to help local governments build community infrastructure, create Community Facilities Districts (CFDs), funding for more than 25,000 affordable housing units in the last 8 years, provided over 7,700 housing units now restricted for Low and Middle Income residents, provided Commercial and Residential Clean Energy funding, create jobs, make access available to quality healthcare and education, and more.

CSCDA has the largest Property Assessed Clean Energy Program (PACE) program in the nation with 14 Commercial PACE and 3 Residential PACE firms. CSCDA has issued 40% of the total number of Commercial PACE projects nationwide.

CSCDA provides a valuable resource to local government members. CSCDA has issued more than \$75 billion through 1,700+ financings since 1988 and consistently ranks in the top 10 of more than 3,000 nationwide public issuers of tax-exempt debt, as measured by annual issuance amount.



Current and upcoming projects/ financing from CSCDA include:

- Four Seasons Residences, San Francisco, CA – Office Conversion to Residential
- Pit River Health Service, Burney, CA – Expansion of Health Services
- Siskiyou Economic Development Council, Yreka, CA – Renovation of the Historic Carnegie Library
- Torani, San Leandro, CA – \$9,250,000 of New Market Tax Credit allocation for the expansion of Torani’s manufacturing facility.
- Citrus Grove Apartments, Rialto, CA – Issuance of \$27,000,000 in tax-exempt multifamily affordable housing bonds.

To learn more about the CSCDA, please visit: cscda.org.

THE POSITION

The Executive Director is the chief administrative officer of CSCDA, the CSCDA Community Improvement Authority (CSCDA CIA), the California Statewide Community Development Corporation (CSCDC) and the California Statewide Financing Authority (CSFA). The position is appointed by the CSCDA Commission and reports to the Commission for the proper and efficient administration of CSCDA and its entities affairs.

This is a **part-time, independent contractor position** consisting of approximately 80 hours per month. The Executive Director has responsibility for developing, coordinating, approving, and executing organizational policy and implementing business processes. Work consists of directing, planning, and making policy recommendations to the Commission, as well as implementing the Commission’s adopted policies. The Executive Director is required to coordinate with various contractors

employed by CSCDA and its entities including but not limited to the General Counsel, the Auditor, Bond Counsel, and the Program Manager. All contractors, with the exception of the General Counsel and Auditor, who are responsible directly to the Commission, work under the direction of the Executive Director.



In addition, the Executive Director is responsible for working with other local, state, and federal agencies, including but not limited to counties and cities, the State Controller's Office, the State Treasurer's Office, and the Internal Revenue Service. Additional duties include but are not limited to:

1. Acting as agent of the CSCDA Commission for the administration of all CSCDA and its Entities functions and policies.
2. Coordinating the work of CSCDA and its Entities, the program managers, program administrators and contractors.
3. Preparing the annual budget for CSCDA and its Entities based on information maintained by the Program Administrators.
4. Presenting quarterly financial reports of the CSCDA and its Entities to the Commission.
5. Performing the continuous review of CSCDA and its Entities expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Commission policy; reviewing and approving disbursements on behalf of the CSCDA and its Entities.
6. Presenting semi-annual program reports for the CSCDA and its Entities based on information maintained by the Program Administrators.
7. Preparing and reviewing CSCDA and its Entities agenda and agenda packet in conjunction with Program Administrators.
8. Attending meetings of the Commission in-person (as necessary), via Zoom or telephonically and making recommendations on financing projects, administrative and budgetary matters.
9. Analyzing and recommending policies and procedures for the orderly conduct of CSCDA and its Entities administrative affairs.
10. Directing surveys and studies on a wide variety of administrative and budgetary subjects and making recommendations to the Commission.



11. Directing the collection, analysis, and interpretation of financial and program data on CSCDA and its Entities activities.
12. Representing the Commission as assigned in relationships with other governmental agencies, as well as the League of Cities (Cal Cities) and California State Association of Counties (CSAC).
13. Conducting requests for proposals for professional services based upon CSCDA's contracting policy.
14. Conducting special studies of assignments as the Commission may direct.

THE IDEAL CANDIDATE

The CSCDA Commission is seeking a knowledgeable, experienced, and strategically minded candidate to serve as the next Executive Director. The ideal candidate has experience with finance including debt financing and public financing and has a proven track record of collaborating with other agencies. A transparent, proactive, and responsive candidate will be most successful in this position.

The most competitive candidate must also be an effective communicator, both orally and in writing, and should have the ability to identify areas that need improvement while supervising the collection, interpretation, and evaluation of major financing projects and programs. Working knowledge of finance, bond financing and modern principles of public administration, organization, and management

are necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of CSCDA and its entities.

A strong leader and self-starter who is politically astute will do well in this role. The successful candidate will have the ability to analyze and make recommendations on administrative and technical problems involving complex issues while maintaining consistency with CSCDA and its entities' objectives and standards; interpret, explain, and apply applicable laws, rules and regulations; plan, organize, direct, and evaluate the work of others; conceptualize and project the consequences of decisions and/or recommendations; and plan, coordinate, and initiate action necessary to implement recommendations or decisions.

The incoming Executive Director will instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests; prepare and present comprehensive reports and recommendations; and establish and maintain effective relationships with public officials, administrators, employees, and the public.

Qualified candidates typically possess the equivalent to completion of core course work from an accredited college or university in Public Administration, Business Administration, Finance or a related field along with six (6) years of broad and increasingly responsible experience in an administrative or staff capacity in public employment, involving responsibility for planning, organizing, and executing a wide variety of work programs, including at least three (3) years in supervisory capacity.

COMPENSATION

The salary for the former Executive Director was \$120,000 per year. CSCDA also covered expenses and reimbursed the Executive Director for any hours worked in excess of 80 hours per month at a rate of \$200 per hour. The salary for the incoming Executive Director is negotiable and dependent on experience and qualifications. The selected candidate must reside in California.



TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
May 18, 2025**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates.

A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the California Statewide Communities Development Authority Commission. Candidates will be advised of the status of the recruitment following selection of the Executive Director.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

