



THE CITY OF **PORT ANGELES**  
WASHINGTON, U.S.

## FINANCE DIRECTOR

**\$114,759 - \$129,280**

*Plus Excellent Benefits*

**Increased Salary and Added Benefits!**

*Apply by*

**August 12, 2018**

*(Open until filled)*

**PROTHMAN**



## WHY APPLY?



Located in one of the most spectacular and scenic areas of Washington State and the entire United States, the City of Port Angeles is situated on the northern edge of the Olympic Peninsula

along the shore of the Strait of Juan de Fuca. The Olympic Peninsula is home to spectacular natural attractions ranging from a lush, magnificent rainforest, to rugged mountain splendor and wide ocean beaches. Witness breathtaking views at 6,000 feet from Hurricane Ridge, located just minutes away in Olympic National Park, and only 45 minutes later, be at sea level on Ediz Hook (a 4 mile extension of land which forms the harbor) and take in the panoramic views of the mountains you just left.

Port Angeles is an excellent location for a talented management professional to live, work and play. This is a community which takes pride in its natural beauty and quality of life.

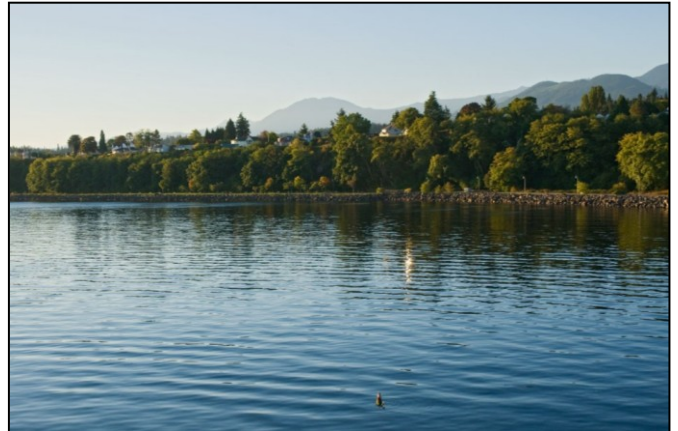


## THE COMMUNITY

Port Angeles and the surrounding region offer incomparable recreation opportunities for year around activities. Close by are hot springs and numerous rivers, beaches and parks. Olympic Discovery Trail, for hikers, bicyclists and equestrians, is one of the longest trail systems in the US.

Port Angeles is a tourist destination and international gateway via ferry to Victoria, British Columbia, Canada. In 2015, Outdoor Magazine named Port Angeles as second in the nation in their "Best

Town Ever" competition. Two years in a row Port Angeles has been named in the top ten Best Small Towns by Livability.com. Port Angeles enjoys a mild, coastal climate with daytime temperatures ranging from 40° in the winter to 70° in the summer. Average rainfall is less than 25 inches per year. The temperate climate is why flowers are so beautiful and gardening is so popular.



With a population of just over 19,000, Port Angeles is a modern community with a rich and diverse history. Abundant in cultural events, including festivals, art, music, community theater, outdoor recreation, and sporting events, Port Angeles is also fortunate to be enhanced by a thriving and active Native American culture. The City has planned a multi-million dollar downtown waterfront improvement project with Phases 1 and 2 recently completed. Education options in the area are fantastic, with public schools consistently ranking very high. Port Angeles is the home of Peninsula College, which offers both two and four-year degrees. High-speed internet access, fiber-optic service, and a wireless mesh network all make Port Angeles inviting for higher education and business growth opportunities as well.

## THE CITY

Incorporated in 1890, the City of Port Angeles is a full-service city with an exceptional workforce of approximately 248 employees. The City Departments include: Police, Fire, Parks & Recreation, Public Works & Utilities, Finance, Community & Economic Development, and Legal. Port Angeles operates under the Council-Manager form of government with the seven-member City Council establishing citywide policy. The City Manager is responsible for the day-to-day administration of city business, implementation of Council policies and establishment of operating policies and processes.

The City Manager utilizes an executive team that includes seven department directors. The City's total budget for 2017 is \$117 million. Each division budget can be viewed on the City's website along with the CIP budget and projects.

## THE DEPARTMENT

The Finance Department manages and optimizes the City's financial affairs and provides professional, knowledgeable, and courteous service to all city employees and customers. Along with general accounting and budgeting services, the Finance Department is also responsible for customer service, centralized switchboard, and reprographics. The Finance Department employs 20.8 FTE's and has a 2018 budget of \$2.84 million including \$872,700 for the Finance Administration division, \$917,700 for the Finance Accounting division, and \$1,050,200 for Finance Customer Services.

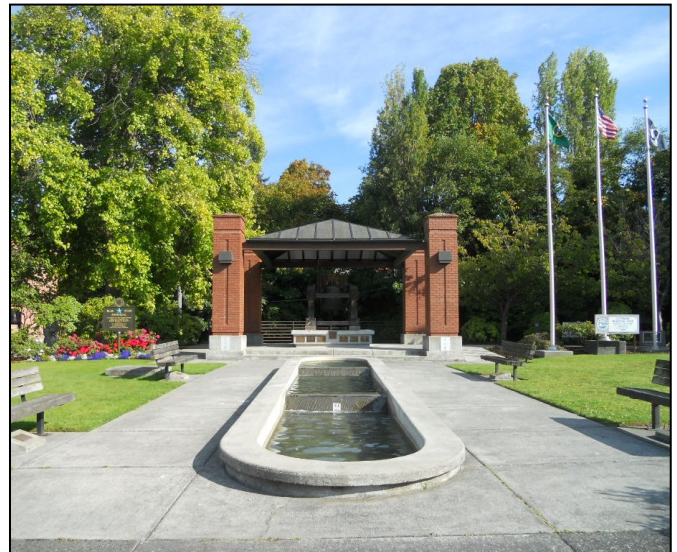
## THE POSITION

Under general direction of the City Manager, the Finance Director plans, directs, and administers the Finance Department involving financial and debt management, accounting, budget and financial planning, treasury, and Customer Services for Utilities. The Finance Director also serves as chief financial advisor to the City Manager and City Council.

### Other responsibilities include:

- Advises City Manager and City officials concerning federal, state, and local legislative issues impacting the City's financial situation.
- Develops the preparation of the City budget and long-range strategic financial plan; directs budgetary activities and monitors budget during the course of the year.
- Recommends selection of staff and evaluates performance. Responsible for the mentoring, coaching and counseling of subordinate managers to ensure employee success.
- Develops, implements and monitors policies and procedures to assure preservation of the city assets and sound accounting controls on City finances. Coordinates with the City Manager and directors to resolve financial issues impacting multiple departments and addressing City-wide policy and management concerns.

- Manages the City's finances to provide for bonded debt service for general obligation bonds, revenue bonds, and local improvement districts.
- Plans, directs, and administers the departmental programs including debt management, accounting, treasury, information systems, switchboard, cashiers, utility collections, meter reading, word processing.
- Provides guidance and support to subordinate level managers responsible for planning, organizing, and managing their respective divisions; meet with management staff to identify and resolve problems, offers technical assistance to staff on more complex problems.
- Attend City Council sessions; participate in meetings with other City boards, commissions, and committees, and outside agencies as necessary.



## OPPORTUNITIES & CHALLENGES

1) In 2012 the State Department of Ecology named the city as a potentially liable party (PLP) for cleanup of contamination in Port Angeles Harbor. The city joined with 4 other PLP's, and together they entered into an Agreed Order with the Department of Ecology to conduct a cleanup action. This cleanup action will involve significant financial issues. They include the cost, timing, and extent of the actual cleanup action to be performed; and an allocation process, in which shares of liability and thus costs or financial burdens, are assigned to each PLP. The new finance director will be a key participant as these issues are resolved.

2) The Elwha River is the city's primary source for water – both drinking water and water for "industrial" uses. Through a lengthy process that drew international attention, the National Park Service in 2011 and 2014 removed two dams from the Elwha River. Removal of the dams was intended to restore fisheries and the ecosystem in the Elwha River Valley. It was acknowledged that adverse impacts to the city's water system might occur; and in 1992 Congress enacted legislation that, among other things, required the National Park Service to protect the then existing quality and quantity of water available to the City. Now that the dams have been removed, the City is negotiating with the National Park Service about the duty of the federal government to protect the quality and quantity of water available to the City. In addition, the city has filed a \$60 million claim against the Park service for compensation over this issue. This issue is complex and will be a major issue for the management team of the city.

3) The City operates all utilities: sewer, water, stormwater, electric, and landfill. As a result, infrastructure issues are significant, and the treasury and debt management functions are particularly important. The Finance Director will be a key resource helping finance and manage the financial side of these services.



### IDEAL CANDIDATE

#### Education and Experience:

A Bachelor's degree in Accounting, Business, Public Administration or related field is required. A Master's degree and/or CPA Certification is preferred. Experience as a department director or five years in a management capacity, directing the financial services of a municipality, including investments and budget administration is required. Candidates must possess a valid Washington State driver's license or obtain one within the first month of employment.

#### Necessary Knowledge, Skills and Abilities:

- Knowledge of principles and practices of municipal finance, generally accepted accounting principles, intermediate and long-term financial forecasting, budgeting and reporting practices.
- Knowledge of principles and practices of management as applied to supervision, training, performance evaluations, analysis and evaluation of programs, policies, and operational needs.
- Knowledge of municipal money markets sufficient to direct the City's investment and debt management functions.
- Ability to prepare and direct the preparation of the City's budget and the Comprehensive Annual Financial Report.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of Information Systems as applied to accounting and utility billing functions.
- Ability to demonstrate management skills, including delegation, problem-solving, decision-making, leadership, human relations, and diplomacy skills.
- Ability to take on the roles of teacher, mentor, coach and troubleshooter.
- Experience working with Tribes is a plus.



- Ability to plan and coordinate projects involving several departments, maintaining cooperative and effective working relationships within the City organization.
- Ability to provide clear goals and expectations, and a process for accountability.
- Prior experience working with new technology and software, with a will to explore new ideas.
- The skill to decode complex finance issues and explain them in a simple manner.
- Ability to strike a balance between maintaining the core services of the City and having a vision for opportunities that exist to make the community better.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

## COMPENSATION & BENEFITS

- **\$114,759 - \$129,280 DOQ**
- Deferred compensation – employees are eligible to receive a 3.0% matching contribution
- 12 paid holidays and accrued paid leave
- Medical insurance with health savings account (12.5% employee paid premium)
- Dental & vision insurance
- Health care offset - \$50 per month
- Employee assistance program
- Life insurance – employer-paid premiums for \$50,000 plan
- Long term disability
- Washington State retirement system (PERS)
- Relocation/moving allowance

**Please visit:  
[www.cityofpa.us](http://www.cityofpa.us)**

The City of Port Angeles is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 12, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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