



CITY OF  
**Vancouver**  
WASHINGTON

**DEPUTY FINANCE DIRECTOR**

**\$121,140 - \$157,500**

*Plus Excellent Benefits*

*Apply by*

**March 1, 2020**

*(First Review, Open Until Filled)*

**PROTHMAN**



## VANCOUVER, WASHINGTON



The city of Vancouver, Washington is located on the north shore of the Columbia River, approximately ten miles north of Portland, Oregon. With an incorporated population of nearly 185,000 and a service population of approximately 250,000, Vancouver is the fourth largest city in Washington state.

Vancouver is one of the nation's most livable cities, with a growing economy, an exemplary education system, and access to high quality health care, housing, transportation, parks, and many other amenities. Vancouver's rich history is preserved and celebrated with the Fort Vancouver National Historic Site, Officer's Row and the historic West Barracks. The community's relationship with the Columbia River is embraced by miles of waterfront trails and the recently opened waterfront park in downtown.

In Vancouver's vibrant downtown and all across the city, you'll find an expanding restaurant and brewery scene surrounded by the more than 60 distinct neighborhoods that make up our community.



Vancouver's robust outdoor and recreational amenities include nearly 7,000 acres of parks, over 20 miles of trails and two community centers. With a mild year-round climate, our region is the perfect place to take advantage of outdoor recreational activities like boating, hiking and biking. Vancouver also provides easy access to the Pacific Coast, only 90 miles to the west, and the Cascade Mountains, Mt. Hood and Mt. St. Helens, each about a two-hour drive away.

Vancouver is known for its excellent K-12 school system, with higher education in the region provided by Washington State University Vancouver and Clark College.

## THE ORGANIZATION

*An exceptionally vibrant, safe, welcoming and prosperous city.*

The City of Vancouver is managed by a Council/Manager form of government. The Council has seven members, including a Mayor, elected by the city at large. The Mayor and Councilmembers serve four-year terms and set policy that is implemented by the City Manager. There are ten departments within the City organization: City Manager's Office, City Attorney, Community & Economic Development, Financial & Management Services, Fire, Human Resources, Information technology, Parks & Recreation, Police and Public Works. The City currently has 1,180 FTEs with approximately 800 seasonal, temporary employees and a 2019-2020 Adopted Budget of \$1.2 billion.

Department directors whose areas provide direct service delivery to the public report to the City Manager, while the Human Resources and Information Technology directors, as well as the Risk Manager and Emergency Manager, report to the Deputy City Manager. The City routinely conducts assessments of various lines of business, seeking efficiency, effectiveness and improved outcomes. In addition, the City is invested in cultivating a lean culture and have started the process of building capacity through ongoing lean/six sigma training for employees across all departments.

The City is also committed to well-managed and stable financial operations that includes developing and implementing financial policies and practices that position the City for ongoing and long-term success.



## THE DEPARTMENT & POSITION

The Financial and Management Services (FMS) provides administrative direction in all aspects of the general financial affairs of the City to ensure conformance with legal and professional standards and fiscal prudence and provides for the short and long-term financial needs of the City while ensuring its continued financial viability. FMS provides objective analysis and consulting to stakeholders for the optimal allocation of scarce resources in order to achieve the identified goals of the community. Divisions of the FMS Department include Finance Administration, City Clerk, Central Records, Mailroom Services, Budget & Analysis, Accounting, Accounts Payable, Procurement Services, Payroll, Accounts Receivable, Treasury Management, Customer Service, Internal Audit Services, and Performance & Business Planning. The Department operates on a 2019-2020 biennial budget of \$12,771,078 with 39 FTE's.

The Deputy Finance Director manages the Budget and Analysis Division, which provides stewardship for the City's biennial operating and capital budget process, ensures long-term financial stability of City operations by making decisions consistent with Council approved financial policies, and reviews all items moving forward for Council approval from a budget perspective. The Budget and Analysis Division performs ad hoc financial and budget analysis, prepares the city's six-year revenue and expenditure forecast, and develops quarterly reports indicating how the City is performing compared to budget and forecast. The Division also supports departments in research of budget issues, works with departments to identify potential funding strategies, and assists departments with implementing such strategies.



Under the direction of the Chief Financial Officer, the Deputy Finance Director manages 5 FTE's including 3 FTE's in the Budget Division and 2 FTE's in the Performance Management Group. The Deputy Director plans, directs, manages and oversees the activities and operations of the budget office of the City of Vancouver, including budgeting, forecasting, policy development, and monitoring. The Deputy Director will also manage and oversee the performance management and business intelligence reporting functions and coordinate assigned activities with other City departments and outside agencies, providing highly responsible support to the Chief Financial Officer.

### Other Responsibilities Include:

- Exercise financial oversight for the City's operating budget and overall budget process. Develop, recommend, and implement budget policies and procedures for the biennial budget and mid-year supplemental budget appropriations. Develop and manage all internal and external budget review and monitoring mechanisms, including internal analysis, use of citizen committees, public involvement programs and all formal and informal hearing processes. Prepare citywide budget recommendations for the CFO, Budget Committee, and city manager. Oversee the Quarterly Budget Monitoring Report and periodic financial monitoring presentations to the City Council.
- Oversee the City's financial forecast and long-range financial planning. Coordinate budgeting and financial planning, focusing on development of the operating budget and the citywide financial forecasts. Plan, coordinate, and establish and/or recommend financial structures and controls and formulate and recommend initiatives and policies to maintain financial sustainability of the city. Review, analyze, and provide recommendations for fiscal impacts regarding council agenda items.
- Direct, manage, and supervise staff. Conduct performance evaluations, coordinate training, work with employees to correct deficiencies, and implement hiring, discipline, and termination procedures. Recommend, within departmental policy, appropriate service and staffing levels.
- Manage the performance analysis function. Define programmatic goals and objectives as they relate to the city's overall goals. Recommend performance measures that best quantify the effectiveness and efficiencies of the programs offered and services provided. Analyze performance results and use benchmark measures for budget development and recommendations on funding proposals.

- Provide financial support and analysis for the city's relationships with various outside agencies. Review and make recommendations regarding relative financial plans, participation in interlocal activities, and/or city investments.
- Coordinate with other cities and other governmental entities on funding sources concerning shared financing arrangements including joint agencies and special districts.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management and budgeting.
- Administer special projects as assigned by the Chief Financial Officer.

## OPPORTUNITIES & CHALLENGES

**New Funding Initiative for Programs and Capital Projects:** The city has been developing a package of new programs and capital projects with funding recommendations. If approved by the City's Legislative body, the package will go before the voters in the near future for consideration and will be implemented over the next ten-year time period.



**The 2021/22 Biennial Budget:** The city will begin the budget process in the winter of 2019. This position will be the lead staff person to work with city leadership, city council and community to develop the forecast and recommended budget for this two-year period.

**New Finance Software:** The city is implementing a new budget module to be utilized in preparation of the 2021-2022 biennial budget.

**Potentially Managing Through an Economic Downturn:** Following the last recession, the city developed strong finance policies building strong reserves. In the event of a future economic downturn, the Deputy Director will work with city council and leadership to ensure the City makes the best decisions to maintain its fiscal resiliency.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

A Bachelor's Degree from an accredited college or university in Public Administration, Finance, Economics, or a related field, and six (6) years of related experience in governmental administration and financial planning, including at least four (4) years of complex governmental multi-fund revenue and expenditure forecasting and budget management. Two (2) years of supervisory responsibility is required, although four (4) years of management of a Budget Office is preferred. A Master's Degree in Public Administration or a related field is highly desired.

### Necessary Knowledge, Skills, and Abilities:

- In-depth knowledge of the principles and best practices of long-range financial planning, budget development, financial forecasting, budget execution, budget control, financial impact of economic changes and debt/investment management to assure compliance with state/local regulations and stewardship of public funds.
- Knowledge of operating and capital financing methods and the ability to communicate the costs and benefits of each.
- Skill communicating highly complex and politically sensitive information to a variety of audiences in a succinct and understandable manner.
- Ability to develop and administer large and complex budgets and allocate limited resources in a cost-effective manner.
- Skill in managing the development of financial forecasts and capital development plans.

- Experience planning, organizing, directing, and coordinating the work of professional personnel, delegating authority and responsibility, and selecting, supervising, training, and evaluating staff.
- Ability to identify and respond to internal and external issues, concerns, and needs, develop, implement, and administer goals, objectives, and procedures for providing effective and efficient budgetary operations, and analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to analyze complex financial and statistical data.
- Proven ability to work effectively with others to achieve personal, team, department and Citywide goals.
- Skill in anticipating customer needs and giving high priority to customer service and satisfaction.
- The ideal candidate will act as a team player in all interactions with other City employee's, consistently provide a high level of customer service at all times, maintain a positive image with those contacted in the course of work, and develop and maintain collaborative and respectful working relationships with team members and others.
- Successful experience developing collaborative working relationships with peer department leaders, including ability to, confidently share opinions, listen effectively and make best decisions in the interests of the City.

## COMPENSATION & BENEFITS

- **\$121,140 - \$157,500 DOQ**
- Medical, Vision, Prescription, and Dental
- Personal Time Off (PTO)
- Washington State PERS Retirement System
- Deferred Compensation (457 Plan)
- Paid Holidays
- Life Insurance/AD&D
- Long-term Disability Insurance
- Short-term Disability Insurance - Optional Coverage
- Employee Assistance Program (EAP)
- Work/Life Balance Opportunities

To learn more, please visit:  
[www.cityofvancouver.us](http://www.cityofvancouver.us)



The City of Vancouver is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2020**. (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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