



CITY OF TACOMA

W A S H I N G T O N

CITY TREASURER

\$118,123 - \$151,403

Plus Excellent Benefits

Apply by

February 7, 2021
(first review, open until filled)



WHY APPLY?



Located at the foot of majestic Mount Rainier and along the shores of Commencement Bay, the City of Tacoma is a vibrant community that offers countless cultural and educational opportunities. The nearby

Cascade and Olympic mountain ranges, the waters of the scenic Puget Sound, and the City's many parks, including the 702-acre Point Defiance Park, offers a wealth of outdoor recreation opportunities.

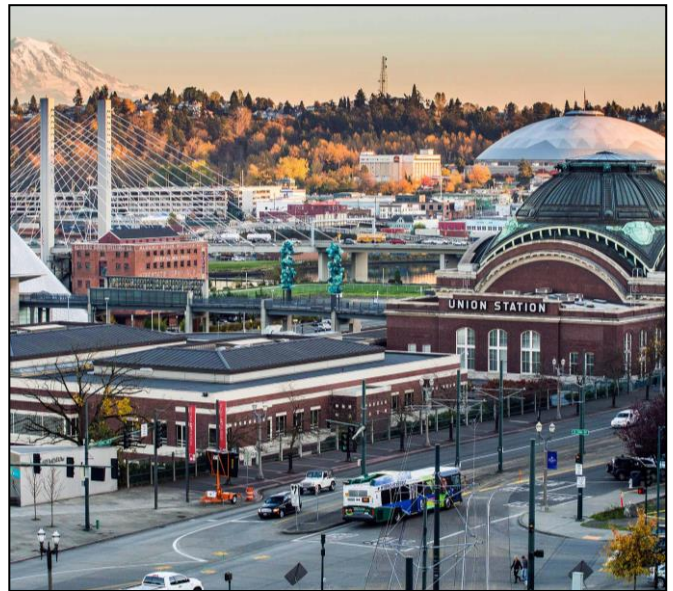
This position is an excellent opportunity for a talented treasurer to make a difference in a progressive and well managed city. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you.

THE COMMUNITY

Tacoma is centrally located just 32 miles south of the City of Seattle and 31 miles north of the state capital, Olympia. The City is also home to the Port of Tacoma, the seventh-largest container port in the United States. Like most cities in the northwest, Tacoma is surrounded by beautiful nature, giving residents many opportunities for outdoor adventures.

Tacoma is recognized as a vibrant and progressive international city. Incorporated in 1884, Tacoma has grown from its historical roots as a port town of sawmills into an international port city with a vibrant art community with abundant outdoor and community activities. With its affordable housing and distinctive neighborhoods, the city has been named one of the nation's Most Livable Communities.

Tacoma is a thriving city with a revitalized downtown that caters to residents and visitors alike with its waterfront activities, shopping, fine dining, theaters, award-winning architecture, world-class museums, and art galleries. Downtown's Cultural District is the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.



Largely suburban in nature with a small, but dense, urban core, Tacoma is home to a large number of institutes of higher learning that attract students from across the country. The University of Washington Tacoma, Pacific Lutheran University, University of Puget Sound, a satellite campus of the Evergreen State College, three community/technical colleges, and several trade and business schools are within Tacoma's geographic area.

THE CITY

The City of Tacoma operates under a Council-Manager form of government. The City Council consists of a Mayor, five district representatives and three at-large representatives. All serve staggered four-year terms. Appointed by the City Council, the City Manager administers the City's day-to-day operations.

With a population of approximately 217,000 residents, Tacoma is the second-largest city in the Puget Sound area and the third largest municipality in the state. Tacoma also serves as the center of business activity for the South Sound region which has a population of around one million people. The City provides a full range of municipal services. City departments include community & economic development, environmental services, finance, legal, municipal court, police, fire, information technology, human resources, public utilities, and public works. Tacoma currently has approximately 3,500 FTEs and a total 2021-2022 biennial budget of \$3.6 billion.

The City is currently undertaking a major initiative to create a more equitable and anti-racist organization. For the City, this means a comprehensive change that fundamentally enhances and radically re-imagines the way it operates as an organization and, ultimately, the way it serves its citizens. In June 2020, the City Council passed a resolution formally acknowledging that the City of Tacoma's existing systems have not adequately served the needs of everyone in its community and, in particular have not adequately served the needs of Black community members and other community members of color. It affirms the City of Tacoma's commitment to improving existing systems for all community members, with the first stated priority being local policing.



THE DEPARTMENT

The Finance Department is responsible for the financial operations of the City, including the budget, financial reports and records, procurement, accounts payable, investment of city funds and debt portfolio, taxes & licenses, risk management and payroll. The Department takes the lead role in the preparation and monitoring of the City's annual budget and works closely with the City Manager and staff in budget development. The Finance Department is composed of seven divisions/offices – Accounting Services, Utilities Accounting, Procurement & Payables, Office of Management & Budget, Office of Risk Management, Tax & License and the City Treasurer's Office which includes Payroll. Each division/office is headed by a division manager who reports to the Finance Director and Assistant Finance Director/Controller. Collectively these team members form the Finance Department's leadership team. The Finance Department has approximately 95 FTEs. The Treasury and Payroll division has 12 full time employees.

THE POSITION

Under the direction of the Finance Director and Assistant Finance Director/Controller, the City Treasurer manages the City's debt portfolio of approximately \$870 million in utility debt and \$590 million in general government debt, manages the City's investment portfolio of approximately \$1 Billion while ensuring adequate liquidity, provides treasury functions for all City departments, and oversees the City's biweekly payroll to 3,500+ employees. Other critical functions include assisting in maintaining and improving the City's credit rating, being a key leader on the team working on the City's PCI compliance, assisting all City departments with their cash handling needs, and managing the City's continuing disclosure and post-issuance compliance policy.

The Treasurer provides briefings and presentations to the City Council, the City Finance Investment Committee, and the City Government Performance and Finance Committee. The City Treasurer is part of the Finance Department's leadership team and works closely with all other divisions within the Finance Department. The Treasurer interacts with other city departments in numerous capacities including complex modeling and financial analysis, cash flow analysis, and cash handling procedures. This position works directly with external partners including bankers, bond counsel, underwriters, investment advisors, financial advisors, and community members. The Treasurer also reviews financial and economic data and provides debt and investment strategies. For a full job description, please view the attachment found [here](#).

THE IDEAL CANDIDATE

Drives Results: Consistently achieves results, even under tough circumstances. Possesses a growth mindset and has a bias toward action. Improves and sustains superior business performance. The ability to manage competing priorities effectively and make financially-sound decisions.

Problem-Solving and Strategic Mindset: Looks and plans ahead for future possibilities then works to translate them into actionable strategies. Demonstrates the ability to manage financial operations; perform in-depth analyses and research; possesses the skill to identify the root-cause of problems then develop innovative solutions to solve those problems.

Financial Acumen: Interpreting and applying understanding of key financial indicators to make better business decisions. Finance is at the core of all functions of the City and it is critical to keep a laser focus on financial matters as a steward of the City's financial health. In-depth knowledge of the principles and practices of debt issuance and management, analyzing opportunities to restructure existing debt, investment strategies and management; knowledge of public and private debt financings; knowledge of competitive and negotiated transactions, understand the principals of liquidity and modeling the City's cash flow needs.

Drives Engagement: Creates a climate where people are motivated to do their best to help the City achieve its objectives. Structures work so it aligns people's goals and motivators with the goals and objectives of the City. Empowers staff and makes each person feel his/her contributions are important.

Collaboration: Building partnerships to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose. The ability to maintain effective working relationships with both internal and external stakeholders such as with management of the various City departments, elected officials, employees, bankers, advisors, bond counsel, underwriters, and citizens.

Communicates Effectively: Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences. Good communication results in mutual understanding, harmony, and action. Strong interpersonal, analytical, written, and verbal communication and presentation skills, creative problem-solving techniques; handles sensitive situations with tact and diplomacy.

Please Visit:
www.cityoftacoma.org

Critical Thinking: The ideal candidate will be a critical thinker who can identify challenges and opportunities and move the organization forward. The selected candidate will possess strong management skills to ensure programs and services are delivered effectively and efficiently, that problems get resolved, and that details are appropriately covered.

EDUCATION & EXPERIENCE

A Bachelor's degree in Business Administration, Accounting, Finance, Economics, or a related field is required. A Master's degree in a related field is preferred. Candidates must have at least 8 years of high-level treasury or finance management related positions, preferably in government finance and have managed staff, and have direct experience issuing a variety of types of debt, analyzing and structuring debt refunding's, managing investments in a portfolio over \$250 million, and managing treasury services for a complex organization. Technical knowledge in government finance, experience issuing a variety of complex debt instruments, and experience with various investment strategies is strongly preferred.

COMPENSATION & BENEFITS

- **\$118,123 - \$151,403 DOQ**
- Medical coverage for employee and eligible dependents
- Vision & Dental coverage
- Deferred compensation
- Paid Time Off accrual based on years of service starting at 18 days per year
- Long-term disability
- Life Insurance
- Tacoma Employees' Retirement System (TERS)
- 12 holidays per year, includes two "floating holidays"

The City of Tacoma is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 7, 2021** (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 and click on "**Open Recruitments**", select "**City of Tacoma, WA – City Treasurer**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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