PULLMAN·WA

CITY OF
PULLMAN
WASHINGTON

HIGH Tech,
HIGHER Education and
HIGHEST Quality of Life

THE POSITION

ABOUT PULLMAN

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR
$104,196-$126,648

Pullman is located in the rolling hills of southeastern Washington and is the home of Washington State University, a public research university founded in 1890 and the second largest university in the state..   Spokane is located approximately 80 miles to the north, and Moscow, Idaho, is 8 miles to the east.

The community consists of a population of 33,730. The city covers an area of 10.7 square miles. There are 18 distinct parks and natural areas encompassing more than 145 acres of land. 38 miles of paved bicycle trails and many walking trail options are available as well.

The City and University provide an abundance of recreational, cultural, and community events, which include PAC-12 sports, arts, and entertainment. The Palouse region offers many opportunities for day trips and beautiful scenic locations including Palouse Falls, Steptoe Butte, and Kamiak Butte County Park.

The city of Pullman employs 237 regular full-time and part-time employees and approximately 140 seasonal employees. The City operates under a Mayor and Council form of government with eight elected positions. The Mayor and one councilmember are elected at-large, the six remaining councilmembers are elected by ward or geographic district.

THE CANDIDATE

The City of Pullman is an Equal Employment Opportunity employer. If you have a disability for which you will need reasonable accommodation, please provide the ADA coordinator with your request in sufficient time for the city to provide a reasonable accommodation.
(509) 338-3207;
Telecommunications Device for the Deaf (TDD)
1-800-833-6388.

The City of Pullman is seeking a Finance and Administrative Services Director with proven leadership and customer service skills and the ability to create an environment that acknowledges, encourages, and celebrates differences and effectively manages the resources available to him/her. Under the direction of the Mayor and City Administrator, oversees the Finance and Administrative Services Department, which consists of Finance, Information Systems, Human Resources and City Clerk; functions and communicates effectively and respectfully with individuals of varying beliefs, behaviors, oritntations, identities, and cultural backgrounds; assist in the direction and coordination of operations of the City government in accordance with professional and administrative standards, municipal ordinances, and general policy; assist with policy making and team building; perform the duties of the City Administrator in his/her absence. Provides financial advice to the Mayor, City Administrator and City Council, to include the development of a financial forecast; supervises assigned personnel, delegates responsibility and appropriate authority to staff; and assures that activities are in compliance with state and federal regulations and City policies and procedures. Serves as Risk Manager and Auditing Officer. Administers the City's loss control program, determines type and level of insurance coverage, and assists in the resolution or settlement of insurance claims against the city. Audits the city's expenditures to assure compliance with all federal, state, and local requirements. Member of the City's Executive Management Team.

(A detailed classification specification is available upon request.)

EDUCATION

Bachelor's degree in finance, accounting, public or business administration Masters degree in related field preferred.

EXPERIENCE

Five (5) years experience working in a local government agency including at least three (3) years in a highly responsible (department director, assistant City Administrator/Manager, or similar), supervisory or management position. Significant breadth of knowledge within local government is required. The ideal candidate is innovative and creative with outstanding communication skills; demonstrated leadership abilities and strong customer service skills, and/or any equivalent combination of experience and training.

THE DUTIES

Assist the City Administrator in the activities of City operations.

Plan, oversee, and direct assigned departments performing various municipal functions, including financial operations, fiscal planning functions, risk management, and information systems administration management.

Assist the City Administrator in communicating information and directives to City personnel regarding policies and programs.

Serve as Chief Financial Officer to the Mayor, City Council and City Administrator; provide leadership, direction and guidance in financial strategies and priorities; assure the financial activities and procedures are in compliance with all laws, policies, regulations and accounting standards.

Coordinate and guide city-wide strategic processes based on present and future service demands including budget development, investment management, financial analysis and reporting, and revenue forecasting.

Assure long-term financial stability for the City through the Mayor, City Administrator and City Council. Analyze City financial conditions and recommend appropriate fiscal measures to the Mayor, City Administrator and City Council.

Prepare, maintain and submit records and reports related to financial systems, including overall responsibility for the City's annual report (CAFR); prepare and present financial statements to the Mayor, City Administrator and City Council.

THE BENEFITS

Current benefits include comprehensive medical, dental, and vision insurance.
- 11 paid holidays.
- Participation in the public employees retirement system.

TO APPLY

To be considered for this position, candidates are required to submit a completed City of Pullman on-line application at http://www.pullman-wa.gov including a supplemental questionnaire, cover letter, and résumé by 5 p.m. on the closing date. To request a confidential application packet, please call the Human Resources Department at (509) 338-3207.

CLOSING DATE: November 26, 2018   POSITION BEGINS: January, 2019

http://www.pullman-wa.gov