



CITY OF

**ARLINGTON**

W A S H I N G T O N

## **FINANCE DIRECTOR**

**\$100,000 - \$125,000**

*PLUS EXCELLENT BENEFITS*

*APPLY BY*

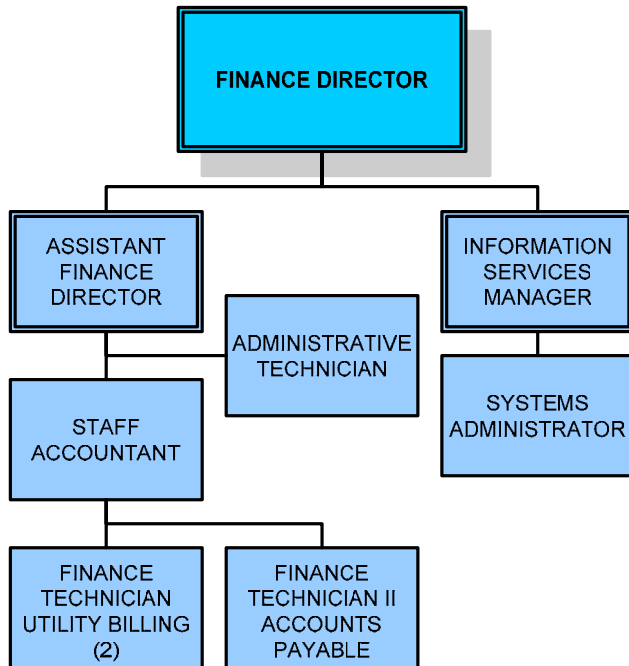
**AUGUST 2, 2009**

*(FIRST REVIEW, OPEN UNTIL FILLED)*

***PROTHMAN***



## City of Arlington FINANCE DEPARTMENT



located in the southern portions of the City and at the Arlington Airport, which is owned by the City. In addition to the many aviation related assets, the airport also provides benefits to local businesses and industries and encourages additional economic development and expansion throughout the City and surrounding communities.

The City has experienced continued growth over the last twenty years, with a population increase of over 450% since 1980. In 2009, the City’s official population was 17,050. In the next 10-20 years, the population of Arlington is expected to grow to over 30,000. Residents and businesses are drawn to the area by its beauty, the availability of suitable property, and the area’s excellent school districts.

Education in the City is provided primarily through the Arlington School District, which operates five elementary schools, two middle schools, a high school, and an alternative high school. The Lakewood School District serves the Smokey Point neighborhood, a bustling residential, commercial, and industrial community annexed by Arlington in 1999.

### WHY APPLY?

This is an excellent opportunity for a talented finance professional to lead a municipal finance department and make a difference in a unique community that takes pride in its history and quality of life.

### THE COMMUNITY

The City of Arlington, a rapidly growing community of over 17,000 residents, is located in Snohomish County, just 10 miles north of Everett along the Interstate 5 corridor. Nestled at the base of the Cascade foothills, Arlington residents enjoy the City’s small town atmosphere and the natural beauty of country living, yet are just a short drive to Seattle’s big city amenities.

Situated at the confluence of the north and south forks of the Stillaguamish River, Arlington was incorporated in 1903 after the small communities of Haller City and Arlington merged and became a new city. The City and the immediate area is primarily suburban and rural residential, with supporting retail and commercial enterprises. Light industrial and manufacturing businesses are

### THE CITY

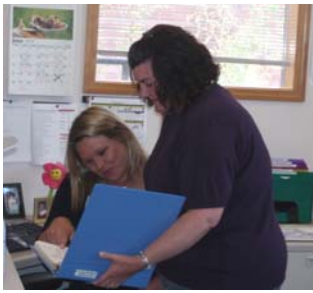
Arlington is a code City organized under the Mayor/Council form of government and is a full-service City providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, and parks and recreation. The annual city budget is approximately \$60 million.



Margaret Larson is Mayor of Arlington and is in her second term. She and the City Council enjoy a cooperative, cordial and effective working relationship. Arlington has a long history of using a City Administrator to manage the day-to-day operations of the City. Allen Johnson was selected as City Administrator in 2005. Mr. Johnson brings substantial experience in city administration and is known for his progressive management style.

### THE DEPARTMENT

The Arlington Finance Department is responsible for the financial operations of the city, including



financial reports and records, accounts payable, investment of city funds, utility billing, payroll, and traffic violation collection fees. The Department is key to assisting the City Administrator in preparation and monitoring of the City's annual budget. It also works closely with the City Administrator and other Department Directors and staff to provide technical financial support of inter- and intra-departmental budgeting and reporting and project funding. The Department is also responsible for managing City Information Services. The Arlington Finance Department employs 7 fulltime employees and has a general fund budget of \$700,000 for 2009.

## THE POSITION

The Finance Director reports to the City Administrator and serves as a member of the Executive Leadership Team (ELT). The Director is responsible for maintaining the fiscal records and systems of the City and supervising Department staff. This position directs the City's accounting and reporting operations and directs the City's cash management functions, and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the City. The Director also assists the City Administrator, Mayor, and City Council in preparation of the City's budget and serving as an important resource in preparing financial forecasts, financial policies, and ensuring the City's compliance with Washington State Law and auditing requirements. The current Finance Director Kathy Peterson is retiring before the end of 2009.

This is a highly visible position that must maintain good internal customer service to the Departments and externally to the public who visit City Hall to pay for services. The new Director will also need to develop and maintain good communication with elected officials who depend on professional and highly ethical oversight of the City's financial resources.

## CURRENT ISSUES & PROJECTS

- Arlington, like many cities, is facing significant budget challenges during this time of economic

downturn. In Washington State, cities rely heavily on two main sources of revenue – property tax and sales tax – which are not growing at the same pace as the costs of operating a city. In addition voter-approved property tax initiatives limit the growth in existing property tax revenues to 1% per year. There are signs of an improving economy, but in the meantime, managing the City of Arlington's finances will be a high priority of the City and will require a Finance Director who can operate effectively, creatively, and thoughtfully in this challenging economy.

- The Arlington City Council has set several major goals related to the City's finances. These include:
  - Economic Development - increase sales tax base, develop partnerships with local businesses, Airport business park, 2010 Olympics, Gateway Project, and Performing Arts Center.
  - Transportation - 172<sup>nd</sup> design funding and improvement, and Smokey Point Blvd. improvements.
  - Public Safety - 5 Year Public Safety Plan, Smokey Point and Downtown Fire Station, Police Fleet improvements, and plan for future criminal justice cost increases.
  - Complete Trails and Parks Improvements - 152<sup>nd</sup> -172<sup>nd</sup> gap, 204-Lebanon, 188<sup>th</sup> Street NE, trails plan, restrooms at Legion Park.
  - Utilities – Provide service area expansion to areas west of I-5 adjacent to Island crossing.

## IDEAL CANDIDATE PROFILE

The City is seeking a highly ethical, principled, and talented manager and leader with a strong financial background. He/she will have extensive experience in municipal or other local government finance management, accounting, fiscal reporting and control, budget development and monitoring, Information Technology management, development of financial policies and the implementation of sound financial practices, and an understanding of municipal taxation and revenue sources. It will also be important to be a candidate who understands the challenges of municipal finance during a difficult economy. Sound budgetary experience is a must, with skills in making the most of limited resources, as future upgrades to the Department become necessary.

The City is seeking a Finance Director who is approachable and encourages open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will be a strong and confident leader with excellent interpersonal skills.



The successful candidate will possess a flexible “can-do” attitude focused on a customer service approach. It is crucial that the Finance Director

be able to look at the big picture and to understand and address the financial management needs of other departments. The individual will be recognized for building consensus and cooperation among city staff, and will bring an appropriate sense of humor to the job.

The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, citizens, community groups, and other boards and committees. The successful candidate should be very computer literate, holding a high level of skill in developing and producing spreadsheets. The ideal candidate will be a “hands-on” manager willing to pitch in and help their staff.

This person must have excellent interpersonal skills and be a good listener who is accessible and works well with personnel throughout the organization.

## EDUCATION & EXPERIENCE

A bachelor's degree from an accredited college in business administration, public administration, accounting, or a closely related field is required. Certified Public Accountant is preferred. Candidates must have a minimum of five years of professional governmental finance experience, including a minimum of two years of supervisory, managerial, or director experience. Experience with Harris Application software will be a plus.

## COMPENSATION & BENEFITS

- **\$100,000 to \$125,000**
- Paid Holidays – 6 days, plus 2 personal days
- Paid Vacation – 12-24 days per year based on longevity
- Paid Sick Leave – 12 days per year
- Washington State Public Employees Retirement System (PERS) – effective 1st day of employment
- Medical, Dental, Vision, Life Insurance, Long-Term Disability – 100% of the employee's premiums are paid by the City; 90% of family members medical premiums are paid by the City; 100% of family members dental and vision premiums are paid by the City
- Deferred compensation plan available
- Optional supplemental insurance



For more information about the City of Arlington, please visit:  
<http://www.ci.arlington.wa.us>

The City of Arlington is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 2, 2009** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and answers to the supplemental questions to Prothman via email at [humanresources@prothman.com](mailto:humanresources@prothman.com) or mail to the address below. The application form and the supplemental questions can be found at [www.prothman.com](http://www.prothman.com).

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