



THE CITY OF

BLAINE
WASHINGTON



*The City of Blaine, Washington
is seeking a talented finance professional
to serve as the City's next*

FINANCE DIRECTOR

\$65,328 to \$82,668 DOQ
PLUS EXCELLENT BENEFITS

APPLY BY
SEPTEMBER 21, 2008
(FIRST REVIEW, OPEN UNTIL FILLED)

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WHY APPLY?

The City of Blaine is a friendly, charming community uniquely located in the northwest corner of Washington at the international border crossing to Canada. Residents enjoy the comfort of small town life but are close to major urban centers. Vancouver, British Columbia, is only a 30 minute drive away and Seattle is just 90 minutes away. Beautiful surroundings and a moderate climate make Blaine a great place to live, work, and play.

The City is financially sound and the Finance Department has been well-managed and is staffed with a team of long-term, experienced employees making for a smooth transition for the new director. You would be supported by experienced and professional city management, dedicated city council members, and a strong executive leadership team. If you are looking for an opportunity to make a difference in a great community then this is the position for you!

THE COMMUNITY

Incorporated in 1890, the City of Blaine is home to 4,650 residents. Located on the shores of Drayton Harbor, Blaine has a vibrant tourism and recreation economy centered on its historic downtown and the harbor area. Blaine is home to the third busiest Canada/US border crossing and the community has an expanding commercial and service industry focused on the international trade and the movement of goods and services between the U.S. and Canada.



Blaine Harbor

Blaine is known as the “Peace Arch City,” named after the Peace Arch monument, located in Peace Arch State Park, which

symbolizes lasting peace between the U.S. and Canada. The Park straddles the U.S./Canada border, allowing visitors the experience of strolling between countries while enjoying the park’s beautiful gardens.



Peace Arch

Blaine is home to one of the state’s most popular resorts, the four-star rated Semiahmoo Resort & Spa. Blaine also boasts the number one and number three rated golf courses in the state - Loomis Trail Golf Club and Semiahmoo Golf & Country Club.

Year round outdoor recreational opportunities abound, including skiing, sailing and fishing, and the foothills of the Cascade Mountain Range are 25 miles east with easy access to the Mt. Baker wilderness and Mt. Baker Ski Area.

Higher education opportunities are nearby and include Western Washington University, Whatcom Community College and Bellingham Technical College.

THE CITY

The City of Blaine utilizes the Council/Manager form of government. The City Council is comprised of 7 council members. There are 3 wards within the City limits and each ward is represented by 2 council members plus 1 member-at-large. Mr. Gary Tomsic has served as Blaine City Manager since 2000. Mr. Tomsic is known throughout the region as a forward-thinking and progressive City Manager. The budget for 2008 is \$46,109,372 and the City employs 63 FTE’s.

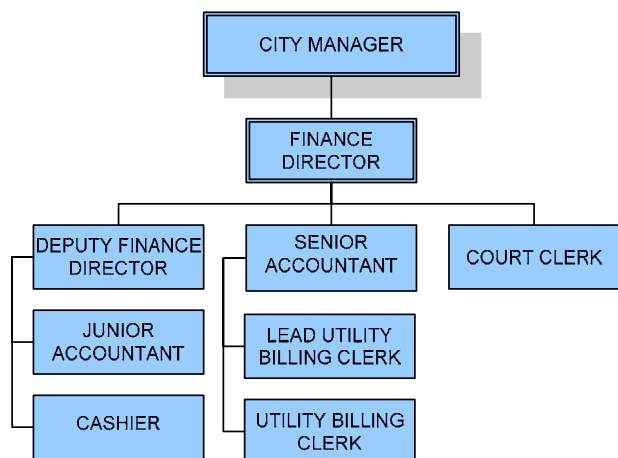
THE DEPARTMENT

The Finance Department is responsible for:

- Annual and periodic financial reports and analyses
- Annual budget
- Expenditures for budgetary accounts
- Investments
- Payroll
- Accounts payable
- Accounts receivable
- Cashiering
- Utility billing
- Municipal Court functions
- Passport services

Blaine has its own electric utility which is rare for a city of its size. It serves the City's residents, as well as areas outside the city limits. The Utility Billing Department is part of the Finance Department and is responsible for maintaining over 2,900 residential and commercial accounts for the City's electric, water, sewer, and stormwater utilities.

The Department's budget for 2008 is \$413,127 and there are 8 FTE's, including the Court Clerk and Utility Billing staff.



THE POSITION

Under general direction of the City Manager, the Finance Director plans, organizes, evaluates and participates in the functions and activities of the operations of the Finance Department, including the annual State report, centralized accounting, payroll, accounts payable, revenue collection, utility billing, investments, short-term and long-term debt, tax

audit functions, purchasing and municipal court.

The Finance Director works with the City Manager in the development, analysis, implementation, and administration of the annual budget, and provides highly responsible and professional staff assistance to Council and City management. The Finance Director may also provide assistance to the City Manager in labor negotiations.

The Finance Director works with the Public Works Director and staff and consultants in utility rate setting processes, evaluating operational requirements and planning for capital replacement necessary to assure financial stability of the utilities.

The Finance Director, along with the Public Works Director, Community Development Services Director, Public Safety Director and the City Clerk, serves on the Senior Management team which meets weekly with the City Manager. The Management team members deal with a wide variety of important City issues.

The Finance Director should have knowledge of:

- Proprietary governmental accounting software systems such as Applied Software Products, including ability to analyze and interpret information
- Washington State Budgetary Accounting and Reporting System (BARS)
- Washington State public investment rules and regulations

The current Finance Director, Meredith Riley, is retiring, having served the City since 1991.

CURRENT ISSUES

- Construction of a \$32 million water reclamation plant
- Ongoing street improvement program
- The City's electric utility partnership with Puget Power
- Purchased power contracts with Bonneville Power Administration are due to be re-negotiated
- The Finance Department may be changing accounting software

- The wholesale water agreement update with Birch Bay Water & Sewer District

CANDIDATE PROFILE

The ideal candidate must have excellent financial, leadership, communications and problem solving skills. The ideal candidate must be able to develop and maintain strong working relationships with other members of the City's management team, and must understand and apply a "compliant but flexible" approach to meeting the City's legal and operational financial requirements.

The City is seeking a Finance Director who has a varied and extensive background in municipal accounting and finance. The ideal candidate will be a strong and confident leader with effective interpersonal skills. He/she will have public sector experience in accounting, budget development and monitoring, long-range financial planning, investments, capital facility planning, fiscal reporting and control, taxation and revenue sources, utility billing, utility rate analysis and rate development, and use of technology in all aspects of municipal government accounting.

The ideal candidate must be able to understand the impacts of local, state and federal regulations on financial reporting; he/she must also be able to effectively communicate these impacts to elected officials, the public, management team members, and other staff.

The ideal candidate must be willing to lead by example, and must be able and willing to provide hands-on assistance wherever it is needed in an organization of this size.

EDUCATION & EXPERIENCE

Bachelor's degree from an accredited college or university with major course work in Accounting, Business Management/Administration, Finance, or a closely related field, supplemented by a minimum of five years of increasingly responsible professional experience in municipal financial management, including three years of supervisory and administrative responsibility, or any equivalent combination of training and experience which provide the required knowledge, skills and abilities. Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Public Finance Administrator (CPFA) desirable.

COMPENSATION

- **\$65,328 to \$82,668** DOQ
- PERS Retirement
- Medical
- Dental
- Vision
- Vacation
- Sick Leave
- Bereavement Leave
- 10 Paid Holidays & 2 Floating Holidays
- Deferred Compensation
- COLA
- Long-term Disability
- Life Insurance
- Relocation assistance available



For more information about the City of Blaine, please visit:

<http://www.cityofblaine.com>

*The City of Blaine is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 21, 2008** (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 or mail to the address below. The application form and the supplemental questions can be found at www.prothman.com.*



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