

CITY OF NORTH LAS VEGAS

INVITES YOUR
INTEREST IN THE
POSITION OF

FINANCE DIRECTOR



CITY OF
NORTH LAS VEGAS

Your Community of Choice

THE COMMUNITY:

The City of North Las Vegas stretches across the northern rim of the Las Vegas Valley. The City, which was incorporated in 1946, encompasses 98.4 square-miles within Clark County in Southern Nevada. Since 2000, the City's population has grown by 91.3 percent, making it home to about 221,500 residents. North Las Vegas is the fourth-largest city in Nevada. The City embraces its' diversity, living up to its' motto of being "Your Community of Choice."

For FY 2011, North Las Vegas has a total budget of \$736.8 million. The general fund budget is approximately \$149.5 million. Proprietary Funds (includes Enterprise & Internal Service Funds) are \$224 million. The Capital Improvement Plan budget for FY 2011 – 2015 is approximately \$307.7 million.

THE CITY GOVERNMENT:

The City of North Las Vegas is a full-service municipality, providing recreational amenities, police and fire protection and water service. It operates under a Council-Manager form of government, comprised of a Mayor and four Council members. The Mayor is elected at large; the elected Council members must live within their respective wards. In addition to the Mayor and Council, the City has two Municipal Judges who are elected at large.

The City Manager and City Attorney are appointed by, and report to the City Council. The City Manager's administration consists of an Assistant City Manager of Operations, A Senior Assistant to the City Manager, an Assistant to the City Manager, a City Auditor, and departments comprised of; Police, Fire, Parks & Recreation, City Clerk, Community Development, Administrative Services, Public Works, Utilities, Human Resources, Finance, City Attorney, Municipal Court and Library District.



THE DEPARTMENT:

The Finance Department is organized into four areas (Accounting/Treasury, Budget and Capital Improvement Planning, Business License, and Purchasing and Risk Management), each of which provides support services to the City's operating departments. The Finance Department's foremost responsibility is to conduct the fiscal affairs of the City in compliance with all applicable laws, regulations and sound business practices. The Finance Department diligently safeguards the resources of the City and ensures that prudent fiscal management policies are maintained. The budget for the Finance Department is approximately \$4.8 million.

THE POSITION:

This appointed position will report directly to the City Manager. The Finance Director functions as the department head of the City's centralized Finance Department in compliance with all applicable laws, regulations and sound business practices. Work involves planning, organizing, directing and coordinating the activities of the department, which include accounting, grant and debt management, budget, capital improvement plan (CIP), City investments, business license, payroll, purchasing and risk management. The Finance Director exercises supervision over management, supervisory, professional, technical and clerical staff that provides for the professional operation of the Finance Department to include finance, accounting, budget, purchasing, risk management, utility bill collection and City investments. A high level of analytical skills is necessary in order to develop and implement the department's mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and to

prepare special reports or analyses for the jurisdiction or outside agencies.

This Finance Director position requires an understanding of the business implications of decisions; analyze, interpret, explain and apply City, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.

The position also requires an advanced level of interpersonal skills in order to provide effective leadership and to perform a broad range of supervisory responsibility over others. The position requires the ability to effectively influence the actions and opinions of others; problem solve and to use reason when dealing with complex, confidential and sensitive topics. The position requires the ability develop cooperative working relationships with employees, senior management, elected officials, citizens, outside consultants and counsel, business and professional groups, and vendors supplying goods or services to the City.

QUALIFICATIONS:

The minimum qualifications for this position require the successful candidate to demonstrate the knowledge, skills and abilities critical to performing the job. The ideal candidate must meet the following requirements:

EDUCATION AND EXPERIENCE:

- A bachelor's degree in accounting, finance or related field, and, a minimum of ten years of progressively responsible and complex experience related to finance management to include five years managerial experience to effectively develop and direct the Finance Department or any combination of education, training and experience which produces the knowledge, skills and abilities required for the position and related to the essential functions of the position.
- A master's degree in finance, accounting, public administration or a related field and experience in municipal government highly desirable.
- Professional certification as a Certified Public Accountant (CPA) is preferred. Designation as a Certified Local Government Finance Officer or Certified Public Finance Officer is desired.
- Must possess a valid state driver's license and maintain satisfactory motor vehicle record with the ability to obtain appropriate Nevada state driver's license within required time frame.



ISSUES AND CHALLENGES FOR THE FINANCE DIRECTOR:

The City of North Las Vegas reached a milestone on its road to financial recovery by proposing and accepting a balanced General Fund budget for FY 2010/11. The key challenges for subsequent and the current fiscal year has been to continue this direction. Ongoing efforts to generate new revenues remain equally important to the City's future financial health. Revenue generating priorities include full cost recovery for some departmental services, maximizing other eligible fees and charges, proposed taxes and continued implementation of various economic development strategies.

Some additional issues and challenges for the Finance Director include:

- Develop alternative plans for financing City services in light of substantial reductions in property tax revenue caused by significant reductions in property values.
- Provide sound financial acumen and strategy to develop and sustain financial stability.
- Assist the City in the formation of a five year financial plan and ten year capital improvement plan.
- Address deficiencies in internal controls that adversely affect the City's ability to administer federal programs.
- Assist the City in evaluating and enhancing its Risk Management Program including property and casualty insurance.

THE IDEAL CANDIDATE:

The City is seeking a dynamic and astute leader. The successful candidate will have confident leadership and exceptional interpersonal skills with a proven background in public sector financial management. The ideal candidate will be capable of finding short-term solutions to immediate financial challenges, while developing and maintaining a long-term strategy for the City's financial success and sustainability. This individual will be prepared to assist the City in coping with the new economic reality. The ideal candidate will have specific knowledge of regulations impacting public finance, as well as knowledge and experience in the requirements of obtaining and maintaining a high credit rating. Experience in serving as a prime spokesperson on business and financial matters, especially working with bond agencies is essential.

An impeccably honest individual with a strong sense of personal and professional integrity is sought. The ideal candidate will be open, trustworthy, highly ethical and straight forward. He/she will create a collaborative working environment that emphasizes teamwork, respect and ownership. The ideal candidate will be an effective, open and succinct communicator who will strive to meet all commitments and earn the respect of the community, City staff and City administration. He/she must have the ability to discuss complex issues with all levels in the organization, elected officials, the financial community as well as the citizenry. Someone who can operate in a political environment and be apolitical is essential. Experience in dealing with Nevada laws and the legislative process is also preferred. While a special emphasis on Nevada government finance and management is highly desirable, well-qualified financial executive candidates meeting other criteria will be considered. The successful candidate must be a strategic and analytical thinker who emphasizes accountability at all levels within the City. The ideal candidate must inspire confidence and enthusiasm in others, effectively prioritize multiple tasks and make confident decisions, while encouraging a cohesive team. Substantial experience at the Director, and/or Assistant/Deputy Director must be evident for a community of at least 200,000+, with preference given to applicants with ten years of municipal and/or government experience with similar broad and complex management responsibility. Candidates with exceptional interpersonal, leadership, communication, and analytical skills are encouraged to apply.

THE COMPENSATION:

The starting salary for this appointed position is open and dependent upon the qualifications and experience of the candidate selected. The current annual salary range is \$113,462 – \$166,954. The City's comprehensive benefit package includes:



- City paid Retirement Plan (Nevada PERS)
- City paid Medical/Dental/Vision (Employee and dependent coverage)
- City paid Life Insurance (Plus limited dependent coverage)
- A four day, thirty-six hour work-week
- Twelve paid holidays plus "employee's birthday"
- Annual and Sick leave benefits
- Deferred Compensation Plan(457)
- Flexible Spending Account (125c)

North Las Vegas is a member of the Public Employee Retirement Systems (PERS) and the City pays 100% of the employee's contribution to the PERS retirement plan. As a result, employees do not pay any Social Security tax but do have a Medicare deduction. The State of Nevada does not have a state income tax.

HOW TO APPLY:

To be considered, please email a letter of interest and a detailed resume no later than Thursday, August 12, 2010, to humanresources@cityofnorthlasvegas.com

If you do not have access to email, you may submit hard copies to:

Ed Capiral

City of North Las Vegas
Human Resources
2225 Civic Center Drive, Suite 226
North Las Vegas, NV 89030

References will not be contacted until reciprocal interest has been expressed.

For additional information about the position or the application process, please call Human Resources Director Joyce Lira at (702) 633-1159 or Human Resources Analyst Ed Capiral at (702) 633-1163.

