

policies and regulations; prepare clear and concise administrative and financial reports and other correspondence; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

- Effectively resolve complaints and issues; remain calm and take appropriate action in tense and hazardous situations; exercise discretion and make quick, sound, and independent decisions within legal and procedural guidelines; utilize effective negotiation techniques; manage, organize, review, and evaluate the work of employees; effectively train and provide professional development opportunities for staff; motivate employees to achieve goals and objectives; manage a broad range of diverse projects simultaneously;
- Communicate clearly and concisely verbally and in writing; prepare and maintain accurate written reports, correspondence, and other written materials; use correct English, spelling, grammar, and punctuation; and
- Exercise initiative and sound judgment; deal constructively with conflict, and use tact and diplomacy in sensitive situations; communicate effectively with individuals from various socioeconomic, ethnic, and culturally diverse backgrounds; foster collaborative efforts to build and lead partnerships with the City Council, City Manager, Assistant City Managers, Department Heads, Division Managers, Supervisors, customers, business partners, and others contacted in the course of work including community groups and the media.

Management Style and Personal Traits

The ideal candidate will be a strong leader who is outgoing, innovative, creative and efficient. They will be able to assist in making tough decisions, conduct long-term planning and analysis, and make the best use of City resources. This person will be a strategic and visionary thinker and consensus builder. They will be able to communicate financial issues to others in a clear way. This person will have political savvy and high visibility whether working internally with staff at all levels or with the City Council and community.

The selected candidate will be ethical, trustworthy, results-oriented, flexible yet decisive, self-confident, enthusiastic, hard working and resourceful. The candidate will be a team player, cooperative and respectful of others, and will enjoy working with people at all levels of the organization, and mentor and develop staff. Lastly, this person will have outstanding public presentation skills and be sensitive to the political environment.

Compensation

The salary for this position is within an established annual range of \$106,953.69 to \$168,478.27, and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

Insurance

- Medical, dental, vision, Long Term Disability, and life insurance of one times annual salary.
- Employee only and employee plus one dependent premium paid entirely by City.
- Family premium paid partially by City.
- Medicare – Employee and City each pay 1.45% (employees hired after 3-31-86).

Retirement

- State of Nevada Public Employees Retirement System. Employer paid; City currently pays 21.50% of employee's gross wages into Retirement System.
- No Social Security tax on employee's wages.
- Five-year vesting.
- Vantagecare RHS program.
- No State income tax.

Vacation

- Employee credited with 38 hours of annual leave at the end of six months of employment, and accrue an additional 38 hours over the next six months.
- Accrued at 9.5 hours per month after first year through fifth year; 12.67 hours per month sixth through twelfth year; 15.83 hours per month upon completion of twelfth year and beyond.
- Four days additional administrative leave per calendar year on a "use or lose it" basis.

Sick and Bereavement Leave

- Sick leave accrued at one shift per month from date of hire.
- Three consecutive days of leave, with pay, per occurrence, to attend funeral for immediate family member; two additional days may be granted if funeral is held 500 statute miles or more from the City of Henderson.

Work Week

- Four day, 9.5 hour day, 38 hour week.
- 12 and ½ paid holidays per year.

Optional Benefits

- Deferred Compensation Plan (IRS457)
- 401A Deferred Compensation Plan
- Low Cost Term Life Insurance
- Cancer/Catastrophic Illness Insurance
- IRS125 Plan
- Employee Assistance Program
- Employee Network Membership
- Direct Deposit of Paycheck

NOTE: Benefits subject to change based on the discretion of the City Council.

How To Apply

Please apply **on-line** by **January 29, 2010** at www.allianceresourceconsulting.com.

For questions and inquiries, please contact:

Eric Middleton, *Managing Partner*
Sherrill Uyeda, *Senior Partner*

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 510
Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: info@alliancerc.com

An Equal Opportunity/ADA Employer

CITY OF HENDERSON, NV

Director of Finance




ALLIANCE
RESOURCE CONSULTING LLC

THE POWER OF PARTNERSHIP



City of Henderson, NV

The City

Just minutes from the glitter of the internationally famous Las Vegas Strip and a few miles from the serenity of Mount Charleston, the City of Henderson offers an oasis retreat in the middle of the Mojave Desert. Referred to as the other side of southern Nevada, the City of Henderson is nestled among three of the most renowned man-made attractions – the neon of Las Vegas, the engineering marvel of Hoover Dam, and the tranquil beauty of Lake Mead.

As a premier residential community with a population of about 260,000, the City of Henderson offers both residents and visitors alike an abundance of cultural events, special attractions, miles of trails and open spaces, and outstanding recreational facilities as well as renowned resorts, restaurants and shopping.

From luxurious resorts, championship golf courses, family-friendly amenities, and spectacular events, the City draws visitors from around the world. It is home to the only bird migratory ponds at the Henderson Bird Viewing Preserve and the Henderson Pavilion which is the largest outdoor amphitheater in the state.

The Government

“Born in America’s defense”, the historical origins of the Henderson community were rooted during World War II. The primary supplier of magnesium, Henderson produced this miracle metal used in the manufacturing of munitions and airplane parts to the U.S. War Department and was vital to the Allied forces success.

Officially incorporated in 1953, the City of Henderson has developed into a community with premier services, amenities, and opportunities. Chartered in 1965 as a Council and Manager form of government, the Mayor and City Council address the legislative needs of the City with four City Council members representing residents within distinct wards and elected at large. The City Manager is appointed by the City Council to administer the overall city organization.

As the largest full-service city in the state of Nevada, Henderson is nationally recognized for accredited departments – Building & Fire Safety, Fire, Police, and Parks and Recreation – and award-winning services including the Development Services Center. In addition, the City has continued to be fiscal stewards by maintaining one of the lowest tax rates and becoming the first to achieve the highest bond rating of any other Nevada municipality.

The City’s total Final Budget for FY09/10 consisted of \$573.2 million in expenditures with 1959 FTEs.

The Department

The Finance Department serves the citizens and staff of the City of Henderson by providing accounting and financial management support necessary for efficient operations, prudent decision making and sound

municipal stewardship. Finance Department functions include cash receipts, cash management, accounts receivable, local improvement district assessments, accounts payable, debt service, financial reporting, payroll, purchasing, grant accounting and reporting, City-wide budgeting, and business licensing.

The Department’s Purpose and Value Statements are as follows:

Purpose Statement

“To provide financial accountability and services, encourage municipal stewardship and facilitate financial responsibility.”

Value Statement

Continually strive for excellence in financial stewardship. Provide exemplary customer service and support with integrity, professionalism, and accountability while working collaboratively to meet the challenges of ever changing needs and regulatory requirements.

The Department has a budget of about \$5.3 million and a staff of 20.

The Position

The Director of Finance, under executive direction, develops and manages the overall financial strategy for the City of Henderson, including providing senior leadership to the City’s Finance Department. This classification is distinguished as being at the department head level and is accountable for setting the direction for the City-wide financial strategy and directing and managing the Finance Department.

Essential functions of the position include, but are not limited to:

- Directs, manages, and oversees the operations of the City’s Finance Department; collaborates with City Council, appointed boards and commissions, and the City’s executive management team; develops, implements, and monitors long-term strategies, goals, and objectives in support of the City’s vision, mission, and core values.
- Establishes, interprets, and enforces operating policies that are consistent with the City Manager’s objectives and organizational policies; evaluates the results of overall operations and service levels and provides regular reports to the City Council through the City Manager and Assistant City Managers.
- Informs and advises the City Council through the City Manager and Assistant City Managers on all financial issues including reviewing and interpreting laws and regulations affecting the City.
- Develops, administers, and implements the City’s Comprehensive Annual Financial Report; manages the City’s investment program and portfolio; oversees the City debt management program; oversees bond rating agency analysis and best practices.
- Directs and oversees the development and administration of the annual operating budget for the Finance Department in collaboration with the City Manager’s Office.



V: Director of Finance

- Monitors legislative developments related to finance and accounting matters; evaluates the impact on City operations; provides related testimony as needed; performs long range financial planning and forecasting functions.
- Guides and manages the development of strategic financial vision that aligns with the strategic business requirements of the City and employs systems thinking.
- Defines the responsibilities, authority, and accountability of all direct subordinate managers and provides them with regular reviews and general guidance; advises, coaches, and mentors management and supervisory staff on leadership, training, safety, and disciplinary matters; develops training programs and provides effective and positive motivational leadership to Department personnel.
- Works collaboratively with other City departments to ensure consistent and comprehensive financial services for the City of Henderson.
- Identifies, develops, and implements programs to achieve established goals and objectives; develops City financial policies and procedures and ensures compliance with local, state, and federal laws and regulations.
- Directs and oversees financial programs and improvement measures, and reports the outcomes to senior level management and employees, outside agencies, committees, task forces, commissions, boards, community groups, and the public.
- Provides commitment to continuous process improvements and exceptional customer service in support of the City's vision, mission, and core values.

The position is open due to upcoming retirement of the incumbent.

Finance Goals

- Address the economic challenges to ensure the City's strong fiscal health.
- Continue succession and strategic planning with City's executive team.
- Mentor, develop and train the talented staff within the Department.
- Manage the smooth and efficient day-to-day operations of the Department.

The Candidate

Education, Certifications and Experience

- Requires a bachelor's degree from an accredited college or university with a major in accounting, finance, public administration, business administration, or a closely related field.
- Ten years of progressively responsible experience, five of which were at the management level, or above; or an equivalent combination of closely related education, training, and work experience.
- Desires Certified Public Accountant certification and master's degree in accounting, finance, business/public administration, or a closely related field.

- Strongly prefers experience working in a full-service city.

Knowledge, Skills and Abilities

The selected candidate should have knowledge of:

- Principles, practices and theories of municipal accounting and finance administration principles, systems, procedures, reports, and practices;
- Rules, regulations, policies, and procedures of a municipal finance department;
- Laws and regulations which govern municipal finance administration;
- Treasury management and investment programs available for municipal funds;
- Sources of revenue to fund City services;
- Strategic planning principles, practices, and procedures;
- Organizational structure, and overall operation, mission, and goals of the City;
- Trends and developments in the accounting and finance field;
- Principles and practices of management and supervision including effective leadership styles and methods;
- Supervisory practices and procedures including training, performance evaluation, and discipline;
- Principles and practices of program development and administration;
- Principles and practices of municipal budget preparation and administration;
- Pertinent federal, state, and local laws, codes, and regulation; recent developments, City Council procedures; City Charter, Civil Service Rules, Labor Union Contracts, and labor law as applied to municipal governments;
- Public relations practices and techniques; research methods and report writing; statistical analysis; record keeping practices and procedures; and
- The management of modern office procedures and methods; operation of computer software and hardware programs required to generate databases, spreadsheets, graphs, reports, data analyses, slide presentations, memorandums, and templates.

In addition, the candidate should be able to:

- Provide leadership and strategic direction, and oversee the activities and functions of the Finance Department; work independently and manage and prioritize work; conduct research and analyze complex issues; develop, recommend, and implement solutions; effectively apply financial knowledge and principles; represent the City before both public and private sector agencies;
- Identify and respond appropriately to issues, concerns, and needs; develop, implement and administer goals, objectives, and procedures for providing effective and efficient fiscal services which meet the needs of the City of Henderson; direct the development of financial