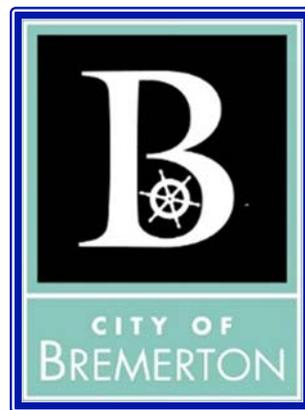




City of Bremerton
Director of Financial Services
Recruitment



\$126,689.04 – \$154,358.40

RECRUITMENT OPEN UNTIL FILLED



OUR COMMUNITY

Bremerton was platted by William Bremer in 1891 and was officially incorporated on October 15, 1901. With a population of over 40,000, the City of Bremerton is the largest city in Kitsap County and serves as the urban center for the Bremerton-Silverdale Metropolitan Area.

For over a century, the City of Bremerton has been home to Puget Sound Naval Shipyard, which employs over 9,000 civilians that service U.S. Navy ships. In addition, nearly 6,000 active duty military personnel are based at this site. Additional major employers in the region include Harrison Medical Center and Olympic College. Kitsap County's business climate is healthy and the naval and Department of Defense installations in the county have a significant positive impact on the City's economy.

There is lots to see and do in Bremerton, like taking a stroll along the Boardwalk, touring the historic USS Turner Joy, visiting Harborside Fountain Park and PSNS Memorial Plaza, or spending the afternoon browsing through Bremerton's historic Arts District and unique shops. The popular Blackberry Festival is held annually during Labor Day weekend on the waterfront boardwalk to celebrate everything Blackberry with 130 vendors. In July each year, the Bremerton Brewfest is held in downtown Bremerton featuring local microbreweries. Bremerton is also home to the nation's largest Armed Forces Day parade.

And if you love golf, the City owned Gold Mountain Golf Complex is rated number 4 as one of the best public golf courses in the country.

Bremerton is a great place to live and offers quality schools, vast recreation, a clean environment, 42 beautiful parks, cultural programs, convenient shopping, and excellent medical facilities, such as the state-of-the-art Heart & Vascular Center at Harrison Medical Center. Olympic College in Bremerton provides advanced technical degrees and enriches the community with many educational and community services. The Bremerton High School complex boasts a modern performing arts center which provides a venue for opera, dance, theater and the Bremerton Symphony.

The City provides a full range of municipal services including fire protection and emergency medical services, law enforcement, municipal court, parks and recreation facilities and activities, in-house legal department, transportation, infrastructure construction and maintenance, building and planning, zoning, finance and administration, and operates water, sewer, and storm water utility systems.



THE FINANCIAL SERVICES DEPARTMENT

Financial Services is comprised of a multitude of operations consisting of the Bremerton Kitsap Access Television (BKAT), Contract Administration, Finance Division, and Information Technology. The Department strives to provide efficient and cost-effective centralized services and support to all city departments to assist in improving the productivity and performance of city operations, city officials, and staff. The departments seek to protect and maintain the fiscal integrity and financial solvency of the city government through development and implementation of fiscally and operationally sound budgets, policies and procedures.

THE POSITION

The Finance Director directs, plans, organizes, evaluates and supervises the City's administrative and financial support functions of the following four divisions: Financial Services; Information Technology; Bremerton Kitsap Access Television (BKAT); and Contract Administration. The position has oversight of the following major service contracts: Kitsap Conference Center; animal control services; and parking enforcement. Serves as a member of the City's Leadership Team reporting directly to the Mayor.

Representative Duties : (This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position. For a complete job description, contact the Human Resources Department.)

- Ensures effective management and financial integrity of the City's programs, activities and resources by providing guidance, developing, implementing and monitoring policies and systems in the areas of budget, financial administration, treasury, accounting, purchasing, internal controls, information technology and certain contract negotiations.
- Assumes full management responsibility for the Financial Services Divisions including complex budgeting, purchasing, accounting, financial, information technology, contract administration and the City Public Access Television station.



- Leads and mentors staff in achieving programs and objectives, and monitors outcomes. Provides advice and information to other departments, Mayor and City Council in support of the Department of Financial Service requirements and City goals and objectives. Develop new systems and procedures to improve efficiency. Develop and ensure accountability for completion of departmental goals, objectives and work functions.

- Prepares City-wide written finance-related policies and procedures (sometimes through ordinances and resolutions) that help safeguard the City's assets and ensure compliance with State regulations.

- Develops the annual revenue estimates for use in developing the annual or biennial budgets. Prepares, monitors and is responsible for the budgets of the Financial Services Department, Miscellaneous Non-Departmental, all debt service funds, City capital improvement programs, and other Mayor-assigned operating funds and departments.

- Provides professional City-related financial advice to the Mayor, City Council and Department Directors, making verbal and written presentations as may be needed or requested; provides financial analyses and interpretations of consultant, legislative, and other related mandates and proposals impacting the City's financial position.



IDEAL CANDIDATE

The City is seeking a highly ethical, principled, and accountable financial services professional who has demonstrated leadership and management skills. He or she must be able to communicate effectively and maintain working relationships with other City employees and the public. Strong leadership skills with the ability to foster teamwork and collaboration within the organization is essential.

The ideal candidate will be an individual with a thorough understanding of GAAP and GASB principals, theory and practices, as well as financial analysis and research techniques. He or she must possess a complete understanding of State BARS and general State law as it relates to municipal finance in Washington State. Strong knowledge of internal financial controls and skill in general business and financial management practices are required to operate effectively in the City's general business environment.

Knowledge of pertinent Federal, State, and local laws, codes, and regulations, as well as mastery of budgetary principles, practices, operations and procedures is required.

Bremerton is looking for a Financial Services Director who can interpret and understand complex information and legal documents and conceptualize, organize, and direct complex and interrelated financial functions and planning programs to promote accuracy and compliance with laws and financial management standards, and to produce information which will assist the Mayor in achieving the City's objectives and overall mission.

The new Financial Services Director will be required to identify the department's future direction in response to changing City needs, and to develop, implement, and monitor appropriate plans, goals and objectives, schedules and action plans.



QUALIFYING EDUCATION AND EXPERIENCE

Bachelor's degree in business, finance or public administration or closely related field and seven (7) years increasingly responsible work experience in a supervisory or administrative capacity. CPA, MBA or MPA highly desirable.

COMPENSATION AND BENEFITS

- **\$126,689.04—\$154,358.40** DOQ
- 4% deferred compensation
- PERS Retirement Program
- Medical, dental and vision
- Sick leave (earns 1 day per month)
- Vacation – 15 days at hire; 20 days after 2 years; 25 days after 5 years
- 11 paid holidays

APPLICATION PROCESS

All applicants must submit an application packet including a City application, resume (three pages maximum), responses to supplemental questions and a detailed cover letter (two page maximum) that describes your experience, leadership style and why you are interested in the position.

Applicants can apply on-line at <http://www.ci.bremerton.wa.us/169/Current-Jobs>, or application packets may be obtained from the Human Resources Department, Cobweb, or by calling (360) 473-5348.

Incomplete application packets will not be considered. Required application materials must be returned to the Human Resources office. The City of Bremerton is NOT responsible for errors of any kind with faxed or e-mailed application packets. Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training.



SUPPLEMENTAL QUESTIONS

Answer each question on one page (maximum) using no smaller than 12 point font with 1" margins.

1. Describe a recent project you managed and the steps you took to meet expectations.
2. Describe a time when you inherited a problem unit — one suffering from poor productivity or low morale. What actions did you take to address the issue, and how were your direct reports affected?
3. Describe a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?
4. In your experience, what is the key to developing a good team?