

Council Business Meeting

June 16, 2020

Agenda Item	Status Update on the Finance Director Selection Process	
From	Tina Gray	Human Resource Director
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SUMMARY

The application deadline for Finance Director was Friday, June 6, 2020. The City received 32 total responses, and 14 candidates have been identified that most closely match the needs of a new Finance Director. Staff is recommending they advance forward in a series of screening steps:

- Step 1 – Writing Exercise (Responses due during the week of June 15, 2020)
- Step 2 – Phone Interview with the top five to ten candidates (City Finance Staff and City Administrator to vet candidates through a phone interview the week of June 22)
- Step 3 – Zoom Interview with Semi-Finalists (Top three to six candidates to be interviewed electronically. A mix of the City Council, Citizen’s Budget Committee, and Executive Staff will be invited to take part in the interviews on June 29 and 30).
- Step 4 – Onsite visit of top one to two candidates in mid-July as COVID-19 restrictions lessen and candidates feel more comfortable to travel to Ashland.
- Step 5 – Selection of a new Finance Director and Job Offer extended by August 1 with a target start date of September 8.

POLICIES, PLANS & GOALS SUPPORTED

Recruitment and retention of professional City staff.

PREVIOUS COUNCIL ACTION

N/A.

BACKGROUND AND ADDITIONAL INFORMATION

Mark Welch left the City in May 2019, and the City intentionally left the position of Finance Director vacant to realize budget savings. Kelly Madding assumed a dual role as City Administrator and Finance Director until her departure in April 2020. The Assistant City Administrator has stepped up to fill the Interim City Administrator role and Bryn Morrison has agreed to serve as Interim Finance Director until a new Finance Director is hired.

FISCAL IMPACTS

Funding for the position of Finance Director was allocated in the 2019-2021 Adopted Budget. The City opted not to replace the Finance Director to gain budget savings by leaving the position vacant. In Fiscal Year 2020, funding for the position was \$210,117 and for Fiscal Year 2021, funding for the position is \$215,936. In October 2019, the Council approved a five percent out-of-class pay increase for Kelly Madding while performing duties as Finance Director. The added pay amounted to \$701.17 per month or \$4,908 during the seven months Kelly received the added pay. Since April, Bryn Morrison has also received an incremental increase for assuming the role of Interim Finance Director. As of June, the incremental increase has totaled \$6,157. Of the \$215,936 budgeted for Finance Director FY 2019/20, the City has realized a savings of \$204,000. As the position will not be filled until the end of the summer, cost savings will continue until the vacancy is filled by a New Finance Director. The budget savings for this position is all realized in Central Services, along with savings by having the Assistant City Administrator serve as Interim City Administrator without backfilling.

STAFF RECOMMENDATION

Staff is updating the Council on the selection process and seeking approval before moving forward with the next steps for this critical position.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- 1) I move to approve the Selection Process for Finance Director as outlined by Staff.
- 2) I move to amend the Selection Process for Finance Director as outlined by staff.

REFERENCES & ATTACHMENTS

Attachment 1: Finance Director Recruitment Brochure

CAREER OPPORTUNITY



FINANCE DIRECTOR CITY OF ASHLAND, OREGON

\$103,312–\$138,613 DOE/DOQ

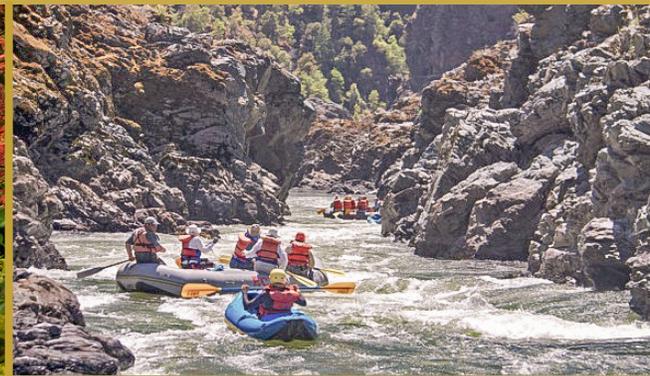
THE CITY OF ASHLAND SEEKS A FINANCE DIRECTOR who has organizational leadership, financial acumen, strategic business thinking, and effective leadership and communication skills. In this role you will be the City Administrator's strategic financial partner, lead a staff of 15 and play a leading role in supporting the great work the City of Ashland provides its citizens.





CITY OF ASHLAND A GREAT PLACE TO WORK, LIVE & PLAY

THE CITY OF ASHLAND is located in Southern Oregon, which is known for the Oregon Shakespeare Festival, Southern Oregon University, sustainable practices, Lithia Park, a wonderful climate and a host of outdoor activities including rafting, skiing, boating, fishing, camping, and more. The City of Ashland offers magnificent landscapes, rich culture, world-class theaters and an excellent public school system. For the fourth year, Ashland High School was awarded *US News & World Report's* Silver Medal as one of the best high schools in America. The "Heart of Ashland" is its world-class parks and recreation system which includes 93-acre Lithia Park, designed by John McLaren of Golden Gate Park fame. The park attracts more than one million visitors a year.



ASHLAND CITY ADMINISTRATION



INCORPORATED IN 1874, the City of Ashland operates under its own charter and applicable state laws. Ashland's population is slightly more than 20,000. The City provides a full range of municipal services, including police and fire protection, ambulance services, parks and recreation facilities/activities, streets, airport, planning and building, senior programs and general administrative services. The City also provides water, wastewater, electric and telecommunications utility services. The City has approximately 260 employees, a diverse revenue base, and a biennial budget of \$253 million ([CLICK HERE TO REVIEW THE 2019-21 BIENNIUM BUDGET](#)).

Currently, Ashland operates under a Council-Administrator form of government. This may change as a measure is before the electorate in May 2020 to change the form of government to that of Council-Manager. The City government is led by a mayor who is directly elected to a four-year term and a six-member City Council whose members are elected at-large to four-year, overlapping terms. Other elected officials are the City Recorder, Municipal Judge and the five-member Parks & Recreation Commission. Much of the City's business evolves through over 20 advisory boards and commissions that enhance public support and political stability. The Mayor, with confirmation by the City Council, appoints the City Administrator and all the department heads, whose appointments are recommended by the City Administrator.

THE JOB

THE FINANCE DIRECTOR will lead a staff of 15, oversee the Finance Department budget of \$16 million, and support the great work the City of Ashland provides its citizens in other departments. In addition to overseeing the Finance, Accounting and Customer Service Divisions in the department, this position may manage special projects, policy and programs, and other divisions and departments as assigned. This position is at-will and is part of the executive team. The incumbent will assist the City Administrator with overseeing the City's central services, strategic plans, and coordinate the financial framework all city departments. The City of Ashland has a Citizens' Budget Committee with which the Finance Director will work closely. This Committee is comprised of 14 members including the City Council, Mayor and seven appointed citizen members.

The City of Ashland has a highly engaged citizenry that is interested in City finances. The Finance Director will serve as the primary conduit for financial information moving from the organization into the public sphere.

UPCOMING PROJECTS, CHALLENGES & OPPORTUNITIES:

- ⇒ Develop a long-term financial stabilization plan
- ⇒ Facilitate and analyze major public improvement project financing
- ⇒ Expand on existing financial technology solutions
- ⇒ Incorporate the City's Climate Energy Action Plan into the financial and operational culture of the organization
- ⇒ Update and modernize the City's purchasing and procurement program
- ⇒ Evaluate financial policies and update City codes

THE IDEAL CANDIDATE

THE CITY OF ASHLAND SEEKS a Finance Director who has organizational leadership, financial acumen, strategic business thinking, and effective leadership and communication skills. Our ideal candidate enjoys working closely and collaboratively with staff and department heads, excels at budget development and forecasting, appreciates the culture of the community and has solid debt servicing, bond market and investment experience.

THE IDEAL CANDIDATE WILL BE ABLE TO:

FINANCIAL ACUMEN

- ⇒ Provide fiscal oversight and accountability of a \$253 million budget.
- ⇒ Serve as the primary resource for the City's financial planning and management.
- ⇒ Analyze and develop long-term financing for the City's operational and capital needs.
- ⇒ Provide financial analysis for the City Administrator, executive team, and Budget Committee.
- ⇒ Oversee budget development, revenue forecasting, grants and loans.
- ⇒ Provide recommendations on issues that impact financial, auditing and investment operations.
- ⇒ Monitor and assess changes in laws and regulations impacting accounting and treasury practices.
- ⇒ Have knowledge of government accounting financial principles and practices (**GASB**).
- ⇒ Oversee utility billing and tax collection.
- ⇒ Operate with a strong ethical framework and uphold public trust.

LEADERSHIP & COMMUNICATION

- ⇒ Inspire a transparent, inclusive and empowering culture.
- ⇒ Lead with confidence and assurance, work well with the community, and perform well under pressure.
- ⇒ Support and oversee the work of others and supply staff opportunities for professional growth.
- ⇒ Foster interdepartmental teamwork and collaboration.
- ⇒ Successfully negotiate internal and external communication with strong and divergent personalities.
- ⇒ Engage and motivate staff.
- ⇒ Oversee staff and organizational performance.
- ⇒ Demonstrate excellent communication and people skills at all levels of an organization.
- ⇒ Enjoy public communications and present well in public hearings and presentations.
- ⇒ Manage employee relations effectively.





BUSINESS ACUMEN & TECHNOLOGY

- ⇒ Understand political challenges and use business savvy to navigate appropriately.
- ⇒ Be a big picture, organizational and administrative problem-solver.
- ⇒ Use interpersonal skills to build trust and develop relationships.
- ⇒ Embrace change, and successfully manage priorities.
- ⇒ Keep up with new business technology to provide best practice recommendations.
- ⇒ Ensure the organization's technology, accounting, database systems and programs are functional and relevant.
- ⇒ Possess the ability to combine experience, knowledge, perspective, and awareness to make sound decisions.
- ⇒ Collaborate and make knowledge sharing a priority.
- ⇒ Plan in a creative and innovative way, while incorporating the functionality provided through the City's existing financial technology tools such as OpenGov, Munis and other related technology solutions.

BACKGROUND & EDUCATION

- ⇒ Bachelor's degree in public and/or business administration, finance, accounting, or related field.
 - ⇒ Progressively responsible experience in upper-level management.
 - ⇒ Public sector accounting/financial management experience.
 - ⇒ Combination of experience and training demonstrating the knowledge, skills and abilities needed to perform the duties of the position.
 - ⇒ Possession of or ability to obtain a valid Oregon driver's license.
 - ⇒ Master's degree in public/business administration or related field, working knowledge of Oregon budget law, and financial management experience in a municipal government that is similar to or larger than the city of Ashland is desirable.
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SALARY & BENEFITS

SALARY: \$103,312–\$138,613 DOE/DOQ and an attractive benefits package including: Medical, dental and vision benefits, an automobile allowance, a generous retirement plan through the State of Oregon, a deferred compensation program, an HRA VEBA account, life insurance, paid leave and other competitive benefits.



HOW TO APPLY

Apply by **JUNE 5** for first consideration at:
wbcpinc.com/job-board

Mark your calendar for these Important Dates: **June 29 & 30**
(Interviews tentative due to COVID-19)

Questions? Contact Tina Gray at: **541.552.2101** or **Tina.Gray@ashland.or.us**