



The City of Boise, Idaho
invites your interest for the position of
Director of Finance & Administration

*"Working to make Boise
the most livable
city in the country."*



an outstanding opportunity

THE OPPORTUNITY

The City of Boise, Idaho, is actively seeking an experienced and innovative executive to serve as its Director of the Department of Finance and Administration (DFA). In addition to providing dynamic and balanced leadership for all of the City's financial support functions, the Director also oversees several integral governmental activities including the offices of the City Clerk, Parking Services, Fleet Services, and Central Services (mail, courier, and print shop). The Mayor, as the organization's Chief Executive Officer, and the City Council seek an individual with highly polished leadership, communication, and facilitation skills. The individual selected to fill this critical vacancy, resulting from the pending retirement of the incumbent, will have the ability to develop and define goals, accomplish objectives, build consensus, and be responsive to organizational needs and expectations.

BOISE - CITY OF TREES

The City of Boise is the capital of Idaho and the largest city in a thriving metropolitan statistical area of over 600,000 people. Nestled in the Treasure Valley against the majestic foothills, Boise revolves around a vibrant downtown surrounded by welcoming, comfortable neighborhoods. Boise is rich in history, culture, public art and galleries, sporting events, and fine dining. Situated where the high desert meets the western edge of the Rocky Mountains, Boise is the gateway to exceptional recreational opportunities, including world famous white-water rafting, nordic and alpine skiing, snowboarding, hunting, fishing,



backpacking, and camping. Boise has thousands of acres of open space which hold miles of trails great for hiking, mountain biking and enjoying the outdoors. The Boise River Greenbelt is a great place for bicycling, roller-blading, or a casual stroll, and runs through several surrounding cities and the adjacent county, connecting citizens to parks, downtown, neighborhoods, and other cities and recreational opportunities. Several large regional, national, and international companies maintain home offices or large facilities in the Boise area, including the Boise Corporation, Supervalu (now parent of Albertson's), Simplot Corporation, Hewlett-Packard, and Micron Technology.

Boise is also home to Boise State University, the state's largest university with an enrollment of over 18,500 students, as well as satellite campuses of the University of Idaho and Idaho State University. The cultural hub of the Treasure Valley, Boise is home to the Idaho Shakespeare Festival, Zoo Boise, Idaho Historical Museum, Idaho Botanical Garden, Basque Museum & Cultural Center, World Center for Birds of Prey, Idaho Anne Frank Human Rights Memorial, Boise Art Museum, Discovery Center of Idaho, Idaho Black History Museum, Log Cabin Literary Center, Ballet Idaho, Boise Philharmonic, Opera Idaho, Gene Harris Jazz Festival, and many other arts groups, events, and attractions. With an average of 234 sunshine days a year, the Treasure Valley enjoys moderate temperatures in a four-season climate and a great quality of life.



ABOUT THE POSITION

The Director of Finance and Administration of the City of Boise is a key member of the City Executive Management Team (EMT) and is responsible for planning, organizing, directing, and evaluating the operations and personnel of the department. He/she is responsible for the Financial Services Division, composed of Accounting, Purchasing, Budget, Treasury, Collections, and Business and Strategic Planning; and the Administrative Services Division, composed of Central Services, Parking Services, City Clerk, and Fleet Services.

The DFA Director is accountable for the following:

- Through subordinate managers, exercises executive management of all aspects of departmental services and activities, ensuring the effectiveness of delivery methods through continuous improvement in quality and performance. Ensures that staff at all levels recognize they are the most valuable asset and that the City is committed to attracting, retaining and supporting the highest quality workforce.



- Provides leadership and expert advice to the Mayor and City Council on matters pertaining to management, financial and business planning, as well as administrative services. Teaming with the Mayor's Assistant for Policy and Administration, will generate and execute forward-looking, creative revenue optimization and resource allocation strategies consistent with City Council long-term goals and objectives. Serves on the City's Executive Management Team, addressing and resolving major issues of concern to departments and the City as a whole.
- Serves on the City's Enterprise Resource Planning (ERP) Steering Committee, which is currently leading the engagement to replace its existing 12-year-old system.
- Undertakes the resolution of highly significant, sensitive, and controversial issues and challenges facing the City, marshalling the human and financial resources necessary to reach favorable outcomes, and typically working as chair of the Mayor's Interdepartmental Business Team (IBT) and a variety of special task forces, study groups, and advisory teams.
- Serves as the conduit through which elected City leadership directs the accomplishment of its goals and objectives for financial and administrative support services. Directs division managers and aligns programs and practices with the strategic plan, goals, objectives, policies, and priorities for each service area within the department. Serves in an ex officio capacity to fulfill the Idaho municipal statutory functions of City Clerk.
- Develops financial benchmarks and performance measures for all services and activities provided by the department, and evaluates and periodically reports on their level of attainment to the Mayor and City

Council. Reviews overall operational performance and evaluates the efficiency and effectiveness of department service-delivery methods and procedures; identifies opportunities for improvement and directs the implementation of change to streamline and enhance citizen services.

- Represents the City in meetings and relationships with the media, government agencies, business and professional organizations, community groups, and citizens.
- Exercises full range of personnel appointing authority responsibilities, including hiring, performance evaluations, transferring, promoting, assigning of significant duties, rewarding, disciplining, and terminating employment; applies independent judgment to direct others' work and has the authority to take corrective action; utilizes people skills to communicate, motivate, and direct department staff to achieve goals and objectives.

QUALITIES OF THE IDEAL CANDIDATE

The City of Boise desires a people-person, consensus builder and results-oriented leader/manager with strong communication skills who:

- The City of Boise desires a people person, consensus builder and results oriented leader/manager with strong communication skills who:
- Has a Bachelor's degree (Master's preferred) in business or public management, finance, accounting, or related field; and,
- Possesses at least ten years of executive level management and financial work experience with a large, complex agency involving planning, organization and execution of a variety of work programs.



- Is a dynamic, outgoing, relationship building individual with unquestionable character and integrity who has a proven leadership record of earning the respect and trust of staff, and various professionals, both internal and external to the organization;

With demonstrated leadership skills:

- Has the ability to manage the functional role of Director of Finance & Administration and simultaneously be an effective member of the City's Executive Management Team;
- Develops strong working relationships with managers and governing boards while identifying and developing progressive skills in staff and managers through coaching and mentoring;
- Is experienced in long range planning and has a proven track record in managing change, including leading interdisciplinary teams in the collaborative design and implementation of new work initiatives;
- Has provided leadership to a diverse department of at least 50 + professional finance and administrative staff through subordinate managers;
- Has the ability to lead, plan, organize and work collaboratively with other agencies and is adept at networking with very diverse interests in a variety of settings throughout the city organization and the community;

Has exceptional business acumen:

- Has familiarity with long-term financial and strategic resource management planning;
- Has designed and/or utilized performance measurement systems, using benchmarking and strategy map/performance-based techniques;
- Is a creative, outside the box thinker able to deal with a variety of issues as an internal and external provider of financial and administrative services;
- Has robust experience in all facets of financial management ranging from capital improvement programs, cash flow management, procurement and contract oversight, and debt financing;
- Has experience determining internal and external customer needs, developing programs and providing improved customer service utilizing process improvement tools, streamlining services, finding efficiencies, and creating and evaluating performance and cost-cutting measures;



Possesses superior communication skills:

- Has extensive experience communicating with a governing board or board of directors;
- Is able to represent the City on issues related to finance and administration, including public speaking and media interviews;
- Is an effective listener and articulate speaker and possesses superior written and oral communication skills.

EXECUTIVE COMPENSATION AND BENEFITS

Annual salary range: \$ 96,000 - \$ 126,996. The City considers mid-point of the salary range to reflect the current market, and executive hiring is generally at this level.

In addition to relocation benefits, the successful candidate will be eligible for:

- Membership in the Public Employee Retirement System of Idaho.
- Deferred compensation (457) plan, including 4.5% employer match.
- Group health, life, vision and dental insurance for employee and family.
- Flexible spending account.
- Long-term disability plan.
- 10 paid holidays annually.
- Sick leave accrued at 8 hours per month.
- Vacation leave accrued at 14 hours per month.
- Employee assistance program.
- Employee wellness program.
- Post-employment health plan.



SEARCH TIMELINE

May 28 - July 9

Position advertised nationally and applications accepted

July 9

Applications due by close of business, 5:00 p.m., Eastern Daylight Time

July 22

Anticipated date for development of semi-finalist candidate list

July 23 - August 16

Background checks and consultant interviews with semi-finalists

Week of August 30

Anticipated week for scheduling candidate interviews in Boise

Appointment expected by early September

PROCESS AND PROCEDURES - HOW TO APPLY

To apply, please submit a cover letter, no more than 700 words, addressing your managerial, business management or public administration work experience as it relates to fulfilling the primary responsibilities of this position. Identify how your background and experience match the skill sets identified in this brochure. Include experience in private or public sector long-range planning, managing change and implementation of new work initiatives; and, experience utilizing benchmarking techniques and performance-management systems. Also include the total size of budget for which you were responsible; size and levels of staff managed; and, the population of each city.

Please submit your cover letter and detailed resume as a Word document or PDF file by July 9, 2010 using one of these options: e-mail to slavin@bellsouth.net (subject: Boise Finance & Administration Director); hand deliver or express courier to Slavin Management Consultants, 3040 Holcomb Bridge Road #A-1, Norcross, GA 30071; or fax to (404) 416-0848.

Under Idaho law, applicants' names may be subject to public records requests by the media and/or public. Finalists must successfully complete a thorough background investigation consistent with the level of accountability and responsibility that this position holds.

FILING DEADLINE

The filing deadline is July 9, 2010, by 5:00 p.m., Eastern Daylight Time. Only complete submissions will be considered.

Please visit the City's website at www.cityofboise.org for additional information about Boise.

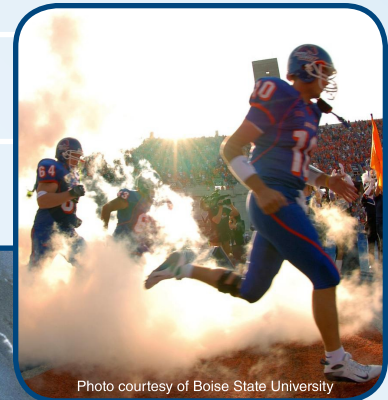


Photo courtesy of Boise State University

