



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF DUNEDIN, FL
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF FINANCE

DUNEDIN
Home of Honeymoon Island

THE COMMUNITY

The City of Dunedin (pronounced Donee-din) is located on central Florida's west coast, in the heart of Pinellas County's Suncoast. The beautiful, natural wooded and subtropical setting includes close to four miles of picturesque waterfront and provides a village-like atmosphere and a relaxed lifestyle. The community's progressive vision, masterful planning and year-round outdoor activities have lured people from around the world for decades. Today, almost 37,000 residents consider this thriving city a truly delightful place to live, work and play.

Dunedin celebrates the Arts and Culture and the rich American and Scottish heritage of its founding fathers in numerous ways. Public murals and other artwork are displayed throughout the city. A new initiative that will explore best practices in historical preservation is also underway. Every year, the City commemorates such notable events as the Highland Games in March/April and the Celtic Festival in November. The City also embraces diversity with a series of events each year commemorating the birthday of Martin Luther King, Jr., Mardi Gras, St. Patrick's Day and Cinco de Mayo, to name a few. Other notable attractions include the City's Downtown Market, Art and Crafts Festivals and numerous other festivals held throughout the year.

This waterfront community is home to several beaches, including the well-known Honeymoon Island, and is a short boat ride from the world-renown Caladesi Island State Park, which is consistently rated among the best beaches in the world. The city's parks, such as the unique 90-acre Hammock Park, waterfront Weaver Park, and Edgewater Park beside the Dunedin Marina, offer ample opportunities to enjoy fresh air, sunshine and recreation throughout the year. Visitors and residents alike can also enjoy a round of golf at either of the city's two premier golf courses.

The downtown business district is notable for numerous boutique style stores interspersed between an eclectic selection of local restaurants, and a wide array of art studios and galleries scattered around town, including a new Artisan District. Visitors and residents can also access the Pinellas Trail, a 39-mile-long bicycle and pedestrian trail that traverses Pinellas County and bisects downtown Dunedin. Nearby, the Dunedin Historical Museum, established in 1978, is housed in a historic railroad station and preserves Dunedin's unique history. Downtown is also pet-friendly, with doggie water bowls located outside many stores and restaurants that also accommodate pets in their outside eating spaces.

Since 1977, Dunedin has been the spring training home of the Toronto Blue Jays, as well as the class-A Dunedin Blue Jays of the Florida State League. Their home games are played at the Florida Auto Exchange Stadium, which is situated next to the Dunedin Public Library. The library, founded in 1895, is the oldest library in Pinellas County and is celebrated as one



of the most progressive in the State of Florida. The Dunedin Fine Art Center, established in 1975, is a premier Art Teaching Center—the largest of its kind in the State of Florida—that offers many quality art education programs and inspiring exhibitions.

THE ORGANIZATION

The City of Dunedin has a nonpartisan commission/manager form of government. The City Commission is comprised of a Mayor and four Commissioners, who are elected under a staggered system with overlapping terms. The City Commission appoints four (4) Charter officials: City Manager, City Clerk, City Attorney and City Auditor.

The City of Dunedin has 363 full- and part-time employees. The City's total budget for Fiscal Year 2018 is \$166.2 million, and the General Fund makes up approximately 16% of the total annual budget. City departments include the City Clerk, City Commission, City Manager's Office, Communications, Economic and Housing Development (which includes the Community Redevelopment Agency), Finance, Fire, Human Resources and Risk Management, Library, Parks and Recreation, Planning and Development, and Public Works and Utilities. Law enforcement services are provided under contract by the Pinellas County Sheriff's Office.

The City Manager serves as the chief administrative officer and is responsible for carrying out commission policies and directives, as well as planning and directing activities to ensure the efficient and effective operations of the City. The City Manager provides overall leadership, direction, guidance and management to City Departments; coordinates City efforts to accomplish cost savings and increased efficiencies; and interacts on a regular basis with peers and legislators at the city, county and state level. The City Manager is also accessible and responsive to residents and business owners, as well as the City's numerous citizen boards and committees.

The Director of Finance reports to the City Manager and manages the City's financial management system. The Director oversees nine (9) staff within the Accounting, Budget and Purchasing Divisions. The Director plans, directs and supervises the financial operations of the City, providing accountability to the City's stakeholders and ensuring compliance with local, state and federal laws.

The Director of Finance advises the City Manager, Mayor and City Commission on fiscal matters; oversees the preparation and administration of the City budget; develops and implements fiscal policy; oversees Treasury, Accounting and Procurement operations; and is responsible for the fiscal stability of the City and safeguarding the City's assets with internal controls.

The Director consults and coordinates with financial advisors, bond counsel, legal advisors, rate consultants, and auditors on issues such as bonds issuance, annual audit and investments. The Director ensures all expenditures are within budget and

have a public purpose in accordance to state laws and creates and implements the most efficient and effective financing option for all capital acquisitions. The Director of Finance supervises the annual audit and is responsible for preparation of the annual budget and the CAFR (comprehensive annual financial report). In addition, the Director provides assistance to the Economic and Housing Development Department in the form of financial analyses of proposed development and related incentives. The Director prepares long-term financial plans and prepares monthly investment and financial reports for the City Manager, Commissioners and the Board of Finance.

Specific duties and responsibilities of the Director of Finance include:

- Direct supervision of the Accounting Manager, Budget Manager, Purchasing Agent and Finance Administrative Coordinator.
- Creation of Standard Operating Policies and Procedures for the department and for finance-related functions in other departments, i.e. cash handling.
- Strategic Planning and Budgeting
- Ensures proper preparation and delivery of the City's Operating and Capital Improvement Budgets.
- Assists in the development of the City's Strategic Plan and Comprehensive Plan. Develops and maintains the City's long-term financial plan(s).
- Develops and maintains the City's financial models and utility rate setting models.
- Responsible for the Comprehensive Annual Financial Report (CAFR) preparation and an annual audit.
- Prepares monthly management report.
- Prepares investment reports in accordance with the adopted investment policy.
- Monitors City compliance with grant programs' financial operation and reporting requirements.
- Selects investment brokers; evaluates investment options and procures investments.
- Negotiates banking services and auditing services contracts.
- Manages all debt-related functions, ensuring compliance with all regulations, laws, and bond covenants.
- Works closely with the Economic & Housing Development Department to evaluate the financial impacts of economic development initiatives.
- Reviews, evaluates and responds to various reports, agenda packets, etc.
- Responsible for preparation of all Finance Department agenda items, including compilation of data, financial, technical and/or analytical reports as required.
- Represents the department at City Commission meetings; prepares and presents items and issues for consideration by the City Commission.
- Conducts and attends various department and administrative meetings. Advises City Manager on financial and policy matters.
- Meets with the citizen advisory Board of Finance monthly and with sub-committees as required.



- Performs routine accounting duties as required.
- Assists customers.
- Performs other related duties as required.

THE IDEAL CANDIDATE

The City of Dunedin is seeking an experienced Director of Finance with strong leadership skills and a collaborative, engaging management style. A results-oriented leader with a passion for public service and a commitment to excellence is sought. A Director who will create a high level of trust and confidence within city government and throughout the community is imperative.

The Director of Finance position requires a manager with a high-energy level, capable of operating with significant independence, initiative, and a creative approach to solving challenges and resolving problems. Dunedin's next Director of Finance will be a supportive member of the senior leadership team and should be confident and comfortable in his/her ability to develop solid relationships with stakeholders and have the experience and confidence to serve in an advisory capacity as needed.

The City of Dunedin and its citizenry are passionate about all aspects of their quality of life. The successful candidate will be approachable, available and able to relate effectively with all members of the City and the community at large. The ideal candidate is a relationship builder who exercises a value system based on transparency and integrity. Experience in an environment with extensive, proactive community interaction and regional partnership building, as well as a strong understanding of leveraging resources, is beneficial.

The City is ready to begin a \$150 million capital improvements initiative which includes projects such as a new city hall and mixed-used development and substantial upgrades to the Toronto Blue Jays stadium. Opportunities for the Director of Finance include taking a leadership role in moving the City forward from a financial perspective. The Director will be instrumental shaping the City's long-term financial viability and sustainability, as well as financially guiding the City through its current phase of development and capital improvements projects.

The ideal candidate must embrace an environment where city employees are valued, motivated and engaged. He/She will be skillful in leading by example, empowering employees to achieve mutually developed goals and objectives, creating a culture which promotes excellence, customer service, and holds employees accountable for results. Must be supportive of staff and able to mentor and promote professional development.

The Director must have exceptional people skills and be able to work effectively with elected and appointed officials, other legislative bodies, and other stakeholders.

Candidates must be personable and have excellent communication and interpersonal skills; demonstrate patience, consistency, and diplomacy; be open, honest, inclusive and transparent, and also of strong moral and ethical character. Candidates must also have imagination, vision, flexibility and be willing to explore possibilities.

The ideal candidate must understand, appreciate and support citizen input and diversity within the organization and community. The ability to effectively manage multiple tasks and address highly complex issues is essential.

Requirements include a Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field with seven (7) years of experience in accounting, auditing or finance, three of which must be in a supervisory capacity and three (3) of which must be working for a government entity. An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered. Candidates should have experience in strategic planning, performance measurements, benchmarking, and budgeting for outcomes.

COMPENSATION

The salary range is open, dependent upon qualifications; starting salary will be competitive and negotiable based on the qualifications and experience of the individual selected. The State of Florida does not have a state income tax.



THE POSITION

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. Position is open until filled. Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Dunedin. Candidates will be advised of the status of the recruitment following the selection of the Director of Finance.

Questions regarding recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000 | www.srnsearch.com

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. In accordance with Florida's broad Public Records/Sunshine Law, applications and résumés are subject to disclosure.



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