



CITY OF NEWPORT, OREGON
FINANCE DIRECTOR

\$61,800 - \$75,972
Plus Excellent Benefits

Application Deadline: April 23, 2010

Send Cover Letter and Resume to:

Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
p.hawker@thecityofnewport.net

What We Are Looking For

The City of Newport, Oregon is seeking a highly ethical, principled, and talented Finance Director with a strong financial background in municipal or other local government finance management. He/she will have extensive experience in finance management, accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the city's payroll and accounts payable operations, utility billing, municipal court, investments, supervision of staff, and other financial duties. The Finance Director must maintain good customer service to other city departments, and externally to the public who visit city hall to pay for services, and understand the challenges of municipal finance in a difficult economy. The position requires a bachelor's degree from an accredited college in business administration, public administration, accounting, or a closely related field, and a minimum of five years professional governmental finance experience. Applications should be sent to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon 97365. Application deadline - April 23, 2010. Response to supplemental questions will be required, and questions will be sent to all applicants via e-mail.

Newport - The Community

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The city is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's premier aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping on the Oregon coast is second behind Coos Bay.

Newport has often been described as the most authentic city on the entire Oregon Coast. The city boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless, year-round outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

The City Organization

Newport is organized under the council-manager form of government. The council-manager form is a system of local government that combines the strong political leadership of elected officials in the form of a city council, with the strong managerial experience of an appointed local government manager. The form establishes a representative system where all power is concentrated in the elected council and where the council hires a professionally trained manager to oversee the delivery of public services. In a council-manager government, council members are the leaders and policy makers elected to represent various segments of the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The manager is appointed by council to carry out policy and ensure that the entire community is being served. There are six Councilors and a Mayor.

Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, parks and recreation, and urban renewal. The adopted 2009-10 combined city/urban renewal agency budget is approximately \$63 million.

The Finance Department

The Newport Finance Department is responsible for the financial operations of the city, including financial reporting, accounts payable, accounts receivable, investment of city monies, utility billing, payroll, and collection of municipal court fines and fees. The Finance Department provides good customer service to other city departments, and to the citizens who visit city hall to pay for services or gather information. The Finance Director and Finance Department work closely with the City Manager and department heads in developing the annual budget, and supporting the department heads reporting, payable, and purchasing needs. The Department has six full-time employees. The 2009-10 departmental budget is \$476,427.

The Position

The Finance Director reports to the City Manager. He/she is responsible for maintaining the fiscal records and systems of the city and supervising the Finance Department staff. This position directs the city's accounting and reporting operations and directs the city's cash management functions, and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the city. He/she assists the City Manager in preparation of the city/urban renewal budgets, and serves as a significant resource in preparing financial forecasts, policies, and ensuring the city's compliance with Oregon budgeting and auditing requirements.

This is a highly visible position that must maintain good internal customer service to the departments and to the public visiting city hall to pay for services or request information. The new Finance Director will need to develop and maintain good communication with

elected officials who depend on professional and highly ethical oversight of the city's financial resources.

Current Issues and Projects

Newport is facing significant budget challenges due to previous state legislation and the overall economic downturn. There is no sales tax in Oregon, and the city relies heavily on property taxes which have not grown at the same pace as the operational costs of the city. Because of the current economic constraints, Newport will require a Finance Director who can operate effectively, creatively, and thoughtfully in this challenging economy.

The Newport City Council has developed goals that can only be accomplished with direct or indirect assistance from the Finance Department.

2010-11 City Council Mission Statement and Goals

Mission Statement

The Newport City Council and staff pledge to provide and manage city services utilizing sustainable practices. To enhance the livability of Newport, we strongly encourage citizen participation through volunteerism on committees and task forces. We will maintain fiscal responsibility and encourage community partners and agencies to achieve economic and sustainable development.

Goals

Essential Core Services

Water

Implement water conservation plan.

Complete water treatment plant by fall 2011.

Develop a contingency fund for water related emergency repairs and capital improvements.

Implement and/or keep current a SCADA system to critical infrastructure including water tanks, pump stations, and pressure sensing stations.

Continue construction on projects identified as Level 2 Priority Projects in the city's Water System Master Plan.

Continue working with the Central Coast Water Council to develop a long range water supply source including further evaluation of Rocky Creek as a regional water source.

Wastewater

Create a committee or task force to evaluate and recommend options relating to treatment and collection issues.

Complete and adopt the city's Wastewater Master Plan.

Continue efforts to locate and reduce sources of infiltration, inflow, and pollution.

Develop a contingency fund for capital wastewater related emergency repairs and capital improvements.

Storm Drainage

Adopt the Storm Drainage Master Plan.

Implement storm drainage utility fees based on improvements identified in the Storm Drainage Master Plan.

Create a committee or task force to evaluate and recommend options relating to storm drainage issues.

Public Safety:

Evaluate and make recommendations to regionalizing an emergency 911 center.

Evaluate the installation of an emergency warning system for tsunamis and other emergencies.

Fire and Rescue

Develop a schedule and funding plan to replace fire and rescue equipment as existing equipment becomes unsafe or unusable.

Strengthen the working relationship between full-time and volunteer firefighters.

Increase the number of volunteer firefighters.

Explore a county-wide fire district and other cost-saving measures.

Police

Create a public safety committee to evaluate adequate staffing levels that balances needs and resources and explores the creation of a county-wide law enforcement district.

Develop a schedule and funding plan to replace vehicles, equipment, and support systems as they become unsafe, inefficient, or unusable.

Continue community outreach to strengthen positive law enforcement presence within the community.

Strengthen working relationship with other law enforcement agencies within the region.

Required Services

Community Development (Planning and Building Permits)

Develop a transition plan for building services.

Complete updates to the Newport Comprehensive Plan for which grant funds have been obtained, and secure additional funding to update the Plan in advance of periodic review.

Adopt needed revisions to the Newport Transportation System Plan.
Pursue the implementation of an acceptable alternative mobility standard.

Appoint a task force/committee to pursue revitalization of the Highway 101 corridor including the possible relocation of the National Guard Armory to the airport

Initiate updates to the city's subdivision and zoning ordinances regarding storm water management and street vacation process.

Develop a user-friendly (one-stop shopping), predictable process for permitting and information services for developers.

Important Services

Airport

Support efforts to obtain airline sustainability by conducting a marketing/passenger demand analysis; identifying cooperative partnerships for airline use/marketing; identifying alternative providers and options; and developing and implementing a marketing strategy.

Strengthen airport operations and maintenance by maintaining the Part 139 certification; identifying airside needs and developing opportunities; creating airside and landside operation plans and procedures; and identifying and creating airside rules and regulations.

Support increased aviation services by conducting a feasibility study; conducting a market study; identifying lines of business/ business opportunities; identifying service goals; identifying alternatives; and identifying strengths and weaknesses.

Update airport capital improvement needs by identifying AIP opportunities; creating an FAA approved CIP; addressing the Airport Layout Plan strengths and weaknesses; identifying master planning needs; setting long-term strategic plans; and identifying and creating non-FAA capital improvement plans.

Support airport partnerships in community economic development by identifying infrastructure weaknesses and needs; identifying business development needs; identifying business/corporate development opportunities; conducting a market study; creating a marketing plan and strategic goals; and identifying cooperative partnerships for economic development.

Develop airport guiding documents by reviewing and updating when necessary the strategic plan, rules and regulations, minimum standards, rates and fee policy, and development guidelines.

Develop a plan for interagency coordination on disbursement of emergency supplies in the event of a disaster.

Explore the creation of an airport district.

Community Livability

Library

Install an RFID circulation/security system.

Pursue improvements to keep the library facility current.

Evaluate staffing, programming, facility, and IT needs to respond to the service demands of the customers and make recommendations to the Council on an annual basis.

Pursue efforts to ensure safety of library users and staff and minimize risks to city.

Streets/Transportation

Develop and implement a strategy to install sidewalks where none currently exist.

Develop a city-wide bicycle and pedestrian path plan that includes identifying specific projects, funding alternatives and an improvement schedule that, in part, includes the completion of the Naterlin sidewalk project.

Initiate budgeted projects within the city and specifically those identified in the South Beach URA plan.

Develop and implement a flexible strategy to pave gravel streets.

Continue to support, and possibly expand, the Lincoln County Transit District's city shuttle program.

Discuss and develop street clean-up program.

Continue support of wayfinding program.

Parks and Recreation

Continue to provide healthy recreational opportunities to the community.

Explore the concept of an "Adopt a Park" program for maintenance, clean-up and other park related needs.

Develop a 5-year plan for recreation facility upkeep and improvement needs.

Maintain and develop parks and city-owned properties within available resources.

Explore the option of contracting with private operators for operation of the recreation center and swimming pool.

Institutional/Internal Services

Provide credit card and on-line payment options to customers of city services.

Enhance the city's GIS mapping and document imaging capabilities.

Within available resources, keep the city current with technology.

Consider economic and social sustainability in all actions taken by the City of Newport.

Appoint a sustainability committee or task force.

Explore and evaluate modifications to the employee health insurance plans and co-pay options and to the employee pension plans.

Ideal Candidate

The city is seeking a highly ethical, principled, talented, and professional Finance Director with a strong financial background in municipal or other local government finance management. He/she will have extensive experience in finance management, accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the city's payroll and accounts payable operations, utility billing, municipal court, investments, supervision of staff, and other financial duties. The Finance Director will maintain good

customer service to other city departments, and externally to the public who visit city hall to pay for services, and understand the challenges of municipal finance in a difficult economy.

The new Finance Director must be approachable and encourage open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will be a strong and confident leader with excellent interpersonal skills, and a top-notch role model.

The successful candidate will possess a flexible “can-do” attitude focused on a customer service approach. It is critical that the Finance Director be able to look at the big picture and to understand and address the current and future financial management needs of other departments and the city as a whole. He/she will be recognized for building consensus and cooperation among city staff, and will bring an appropriate sense of humor to the job.

The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, staff, citizens, community groups, and other city boards and committees. The successful candidate should be computer literate and have superior skills in producing spreadsheets. The city is looking for a hands-on manager willing to learn the staff jobs and pitch in and help when needed to get the job done.

Education and Experience

The position requires a bachelor’s degree from an accredited college in business administration, public administration, accounting, or a closely related field, and a minimum of five years professional governmental finance experience, or any combination of education, training, and experience that provides the applicant with the knowledge and skills required to perform the duties of the position.

Compensation and Benefits

Annual Salary \$61,800 - \$75,972

<u>Paid Holidays</u>	New Year's Day	(January 1st)
	Martin Luther King Day	(third Monday in January)
	President's Day	(third Monday in February)
	Memorial Day	(last Monday in May)
	Independence Day	(July 4th)
	Labor Day	(first Monday in September)
	Veteran's Day	(November 11th)
	Thanksgiving Day	(fourth Thursday in November)
	Day After Thanksgiving	(Friday following Thanksgiving)

Christmas Day (December 25th)
 Personal Holiday (day off at employee's discretion)

<u>Paid Vacation</u>	Years of Service	Monthly Accrual	Days/Year
	0 to 5 years	8.0 hours	12 days
	5 to 10 years	10.0 hours	15 days
	10 to 15 years	12.0 hours	18 days
	15 to 20 years	15.34 hours	23 days
	20+ years	16.67 hours	25 days

Employees designated as exempt accrue an additional 4 hours per month (6 days per year) of vacation. Department heads accrue a further additional 2 hours per month (3 days per year) of vacation.

Paid Sick Leave - Full-time employees accrue sick leave at the rate of eight (8) hours per month and the maximum accrual is 910 hours, unless otherwise provided by law or agreement.

Retirement - Regular employees scheduled to work 30 or more hours per week other than public safety employees become participants of the City of Newport Employees' Retirement Plan on the first of the month following six (6) months of employment

Medical, Dental, Vision, Life Insurance, Long-Term Disability - Excellent plan available to full-time employees.

Deferred compensation plan available.

To Apply

The City of Newport is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. Send cover letter, resume, and city application to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon 97365. Application deadline is April 23, 2010. Include e-mail address as response to supplemental questions will be required, and questions will be sent to applicants via e-mail. For more information about the City of Newport, visit the city's website at www.thecityofnewport.net.

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