



The City of
OKLAHOMA CITY

Finance Director

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Oklahoma City

Oklahoma City has been a transportation and commercial hub in Oklahoma since before statehood in 1907. The City was settled in a single day when nearly 10,000 pioneers staked out territory in what is now Oklahoma City during the famous Oklahoma Land Run of 1889. The combination of the settlers with the large number of Native American tribes, many transplanted from around the country, has evolved into a unique cultural identity.

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

The City of Oklahoma City serves approximately 650,000 residents in a four (4) county, 621 square mile area.

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, The City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/

Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The new I-40 Crosstown Expressway relocation, which opened in 2013 allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the National Cowboy and Western Heritage Museum, the Oklahoma City Museum of Art, the Oklahoma City National Memorial, the Oklahoma History Center and the National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, ended the 2018 regular season 4th in their division. The Thunder has qualified for the NBA playoffs eight out of their 10 seasons in Oklahoma City.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. A new USL PRO (minor league soccer) team, Energy FC, begins its fourth season this year. Energy FC is the affiliate of the Major League Soccer Sporting KC.



In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the City, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The estimated cost for all of these projects is \$777 million.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.



The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.





In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the American Indian Cultural Center and Museum along the Oklahoma River. The Center will provide 85 acres of park space, with walking trails, interpretive art, and serve as a venue for native performers and educational exhibits.



BETTER STREETS SAFER CITY

In August 2017, citizens approved the Better Streets, Safer City bond and sales tax measure. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired, and it's expected to generate about \$240 million over 27 months: \$168 million for street resurfacing, \$24 million for streetscapes, \$24 million for sidewalks, \$12 million for trails and \$12 million for bicycle infrastructure. The sales tax projects are joined by the other major Better Streets, Safer City initiatives: a 10-year, \$967 million bond program (including \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations.



The City's Vision and Mission

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



The Department

The Oklahoma City Finance Department has an FY 2019 budget of \$23,844,666 and 85 authorized positions. The Finance Director leads and directs the department which includes five major divisions (Accounting and Financial Reporting, Financial Planning and Management, Purchasing and Payment Processing, Revenue Management, and Risk Management) that provide management, financial planning and guidance, and information services to City departments, elected officials, and the public:

- The Accounting and Financial Reporting Division is composed of three programs (Accounting Systems, Financial Reporting, and Payroll) that provide accounting, reporting, and financial guidance services; payroll services; and systems infrastructure for recording transactions and accessing financial information.

- The Financial Planning and Management Division is composed of four programs (Debt Management, Energy Management, Management and Budget, and Performance Management) that provide financing and debt compliance services; comprehensive utility bill management services and technical and financial support for energy efficiency projects; financial planning, reporting, and management services; and strategic business planning and reporting services.

- The Purchasing and Payment Processing Division is composed of two programs (Payment Processing and Purchasing) that provide payments to vendors and responsive and efficient purchasing, contracting, and surplus services.

- The Revenue Management Division is composed of two programs (Revenue Enforcement and Treasury) that provide revenue enforcement and reporting services and secure and convenient banking, investment, billing, and revenue recording services.

- The Risk Management Division is composed of two programs (Insurance and Workplace Safety and Workers' Compensation) that provide property and casualty insurance services and incident/injury prevention and claims management services.



Major Challenges

- Meeting customers' increasing needs for information, financial management services, and higher levels of accountability and transparency.
- Developing a cost-management strategy and funding plan to effectively address increasing costs, growing future liabilities, and higher demands for City services, with limited revenue-raising flexibility.
- Promoting a workplace safety culture within the City organization to continue to reduce accidents and injuries.



The Position

The Finance Director reports directly to the City Manager and coordinates through intermediate supervisors the activities of a staff engaged in performing the fiscal and financial functions of the City. Divisions under the leadership of this position include Accounting and Financial Reporting, Financial Planning and Management, Purchasing and Payment Processing, Revenue Management, and Risk Management.

The Finance Director is the City's encumbering officer and is responsible for municipal appropriations and expenditures. The employee has continual contact with the City Manager, elected officials, department/division heads and members of City boards and trusts to define, explain and exchange information on matters of financial concern.

In addition, the position requires the preparation and monitoring of the departmental budgets and the formulation and implementation of strategic business plans and performance measures.

The Finance Director also oversees the City and public trusts' debt management program and is responsible for maintaining the highest possible debt rating.

The Finance Director serves on various boards and trusts and has extensive public contact and must have the ability to travel to unscheduled, remote meetings, local seminars/conferences, etc. Work is appraised by the City Manager as to the attainment of program objectives and adherence to governing laws.

The Ideal Candidate

The ideal candidate must possess:

- Bachelor's degree in Finance, Business, Public Administration, or related field.
- Knowledge of and skill in applying best practices in governmental administration and management.
- Knowledge of Oklahoma statutes applicable to municipal finance.
- Knowledge of municipal budget methods.
- Knowledge of best practices in financial management.
- Knowledge of capital financing options including competitive and negotiated bond issues.
- Skill in analyzing and structuring capital financing alternatives.
- Skill in leading and developing high performance work teams.
- Skill in coordinating activities of professional, technical, and clerical staff.
- Skill in developing innovative management strategies.
- Ability to develop long-range plans and evaluate work accomplishments.
- Ability to establish and maintain effective working relationships.
- Ability to interpret and communicate complex financial information.
- Ability to communicate both verbally and in writing with demonstrated public speaking/presentation skills.
- Willingness to assume responsibility for work performed and decisions made.

Preference:

- Minimum of five years' financial management experience.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed primarily inside a climate-controlled environment, with occasional local and out-of-town travel to attend meetings, conferences, or seminars. The position is subject to occasionally working beyond normal working hours.

Physical requirements include: speech and hearing enough to make presentations and communicate by telephone or in person; near vision enough to read reports/documents and computer screens; arm-hand steadiness and manual finger dexterity enough to write and type on a keyboard.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Benefits include:

- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan



How to Apply

Submit an online application and resume at:
governmentjobs.com/careers/oklahomacity

An email address and password are required to create a profile. Attachments, such as a resume, cover letter, etc. may be included. Resumes will be accepted until 5:00 p.m., on May 17, 2019.

**For questions call (405)-297-3373 or
email careers@okc.gov.**