



CITY OF LYNNWOOD

The City of Lynnwood Seeks An Experienced Leader for **FINANCE DIRECTOR**

The Finance Director serves as a key member of Lynnwood's Executive Leadership team and is tasked with helping the City achieve its Community Vision and top priorities of the Strategic Plan 2018-2022.

Lynnwood's Community Vision

The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.



Top Priorities for Strategic Plan 2018-2022

1. Fulfill the community vision for the City Center and Lynnwood Link Light Rail
2. Ensure financial stability and economic success
3. Nurture operational and organizational excellence
4. Be a safe, welcoming, and livable city
5. Pursue and maintain collaborative relationships

Apply by November 29, 2020

www.LynnwoodWA.gov

LYNNWOOD, WA

Lynnwood has a rich history of steady growth and strong entrepreneurial spirit. Lynnwood is located where Interstates 5 and 405 intersect, equidistant from Seattle (16 miles), Bellevue (19 miles) and Everett (13 miles) and serves a large, growing trade area and workforce.

Lynnwood is a Regional Growth Center designated to accommodate projected employment and residential development in South Snohomish County. Alderwood Mall draws shoppers from far



Rendering of Lynnwood City Center Light Rail Station

and wide with 175 upscale stores, restaurants, and a state-of-the-art 16-screen cinema. The lodging and hospitality sector is strong, providing a convenient location within the Central Puget Sound area. Future City Center plans include a vibrant mix of housing, office, and new retail connected by a multi-modal streetscape with parks and plazas. The City is currently working with Sound Transit on the planning and design for the Lynnwood Link Extension, which will bring Light Rail Transit to Lynnwood by 2024.

Lynnwood residents enjoy a unique quality of life, filled with many amenities. Edmonds Public School District is highly regarded and has served Lynnwood since the City's incorporation in 1959.



Fair on 44th Community Event

Edmonds Community College is located in Lynnwood and hosts the Central Washington State University's Lynnwood Center.

Lynnwood is a remarkably diverse community with over 34% of residents being non-white, and 27% of residents being foreign-born. There are over 100 languages spoken in the Edmonds School District.

Lynnwood also has a substantial veteran population and our senior population is rapidly growing.

Year round recreational options include a municipal golf course, 22 city parks, public tennis and basketball courts, sports fields, and the Lynnwood Recreation Center featuring 5 swimming pools, 2 water slides, a water playground and a 3,000-square foot cardio/weight room. Lynnwood provides a great deal more for residents, businesses, and visitors!



Lynnwood Municipal Golf Course

THE CITY

Incorporated on April 23, 1959, Lynnwood is a full-service city providing a variety of municipal services, including police, roads and utilities, community and economic development, municipal court services, parks, recreation and cultural arts.

The City of Lynnwood has a strong Mayor-Council form of government. The seven Councilmembers are elected directly by the people for staggered four-year terms, representing the community at large rather than individual districts or areas of the city. Mayor Nicola Smith began her first term in January of 2014, was re-elected in 2017, and serves as the chief executive of the city. The city has over 300 full time employees and up to 200 part time / seasonal employees and has a General Fund Budget of \$109 million and biennial budget (all funds) of \$387 million.

The City of Lynnwood is in good financial condition backed by sound fiscal policies and practices. The new Finance Director will have the opportunity to work with dedicated staff and positively shape the future of the organization in one of the most vibrant, beautiful areas in the Pacific Northwest!



Lynnwood Police Department Community Engagement



Finance Department Mission

The Administrative Services provides the City with timely, accurate and effective financial services so that managers and directors can more effectively and efficiently manage their resources.

IDEAL CANDIDATE PROFILE

The City of Lynnwood desires an experienced finance professional who exhibits a collaborative, engaging, and open demeanor with a good balance of financial and interpersonal skills to serve as its next Finance Director.

The ideal candidate will bring proven leadership abilities, a broad range of knowledge in most, if not all, financial functions in local government and a successful track record of sustainable leadership.

This is a dynamic, hands-on, working director position reporting directly to the Mayor and is a member of the City's Executive Leadership Team.

This position requires an individual with exceptional accounting skills along with strong oral and written communication skills who is approachable, flexible, and team-oriented to serve a diverse workforce.

The successful candidate will be comfortable working in a fast-paced, ever-changing setting and must possess a passion for public service. They must also promote and inspire a highly ethical organizational culture that fosters employee engagement, innovation, accountability, and professional excellence.

THE DEPARTMENT & POSITION

The Finance Director provides leadership and direction to support the Administrative Services team and the programs and services that help the City of Lynnwood meet its strategic priorities and serve as a regional model of excellence. The Finance Director works closely to deliver responsive, efficient customer service and financial solutions to a wide range of internal and external customers.

The Finance Director must be able to leverage the skills and talents of a team of 17 Administrative Services staff, forward-thinking, and solution-oriented. The Finance Director will need to be able to prioritize and balance customer needs with resources.

The Finance Director must enjoy working in a fast-paced and, at times, politically charged environment and must be a strategic thinker with a City-wide perspective regarding financial sustainability, innovation, and resiliency.

Major Responsibilities Include:

- Coordinate, review, and facilitate the development and passing of the City's biennial budget and preparation of the Comprehensive Annual Financial Report (CAFR) and audit.
- Participate in city and departmental long-range and strategic planning activities. Prepare and recommend objectives, methodologies, and associated schedules.

Major Responsibilities Continued

- Analyze current risks and threats to the City financial infrastructure.
- Plan, organize and direct the financial administration of the City.
- Direct the finance, budget, and accounting services to all city departments, municipal court and executive office.
- Assure the effective and efficient utilization of Administrative Services Department's personnel, funds, equipment, facilities and time.
- Approach Administrative Services programs, policies, procedures with a racial-equity lens to ensure all users easily connect with the City's resources, services and information.
- Coordinate and manage all bond issues, including the issuance of a \$60 million bond issue for the construction of the new Community Justice Center in 2021.

EDUCATION & EXPERIENCE

Bachelor's degree in business administration, accounting, finance or other related field plus ten (10) years professional, governmental work experience, including supervisory experience or equivalent combination of related education and experience. CPA/MBA preferred or a Master's degree in an appropriate discipline is desirable. Must be bondable. A comprehensive management background and credit check will be conducted prior to council confirmation.

OPPORTUNITIES & CHALLENGES

- 1) Prepare and plan for the financial challenges of the economic downturn caused by COVID-19 pandemic, including the refunding of current outstanding debt to achieve savings due to the current low interest rate environment.
- 2) Recruit, hire, and retain mission-centered staff who reflect the diverse population of the City.
- 3) Proactively plan for the City's financial needs and advocate for solutions that promote easier and more efficient public interaction and service.

COMPENSATION & BENEFITS

- \$146,224 - \$188,240 DOQ
- 100% Medical, Dental & Vision; 90% for dependents
- Life & Long-Term Disability Insurance
- PERS State Retirement System
- 12 paid holidays & 12 sick leave days per year
- Generous paid vacation accrual schedule

- 4) Implementation of financial initiatives that embrace electronic and paperless solutions for customers.

ANTICIPATED RECRUITMENT SCHEDULE

Position Open: October 23, 2020

Application Deadline: November 29, 2020

Interviews: Beginning of January 2021

The City of Lynnwood is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. If you need any ADA accommodations, please contact Darlene Connor in Human Resources for assistance at 425-670-5085 or dconnor@LynnwoodWA.gov.

To apply online, go to www.LynnwoodWA.gov/jobs

Connect with Lynnwood



PO Box 5008, Lynnwood WA 98046



425-670-5000



www.LynnwoodWA.gov



facebook.com/LynnwoodWA



@Lynnwood



CityofLynnwood



Linkedin/Company/Lynnwood



LYNNWOOD
WASHINGTON

A great deal more