

City of Kalamazoo
CFO/Management Services Director, City of Kalamazoo
Job Description

The City of Kalamazoo is the home to the Kalamazoo Promise, three institutions of higher education, two nationally recognized healthcare systems, cutting-edge medical research, world-class brewing and dining, outstanding parks and an extensive variety of music, art, theatre and cultural attractions. With a population of 75,000 residents, the City of Kalamazoo employs over 600 people and manages a total budget of \$150M.

The CFO/Management Services Director is responsible for the overall development of financial management, planning and budgeting; represents the City financially regarding collective bargaining; and has overall responsibility for the Budget, Accounting, Purchasing and Treasury functions of the City.

Examples of duties include but are not limited to:

- Develops city wide financial management planning including long-term and short-term fiscal/cash flow budgeting/monitoring, financial reporting, capital project financing, optimization of debt vs. cash financing, and financial planning and policy development.
- Represents Management Services as an economic and financial agent for City's collective bargaining team. Provides a proactive and effective relationship between Management Services, the collective bargaining team, labor units, attorneys and the City Manager's Office.
- Has overall responsibility for the Treasury, Assessing, Financial Services, Budget, Accounting and Purchasing divisions.
- Directs various committees including the Retirement Investment Committee and the Pension Board of Trustees.

Essential Qualifications:

- Bachelor's Degree in Public Administration, Business Administration or related field required.
- Master's degree in Public Administration, Business Administration or a related field preferred.
- Minimum of eight (8) years of progressively responsible experience in financial management within a municipality or related experience and five years of supervisory experience.
- Strong, clear communication skills and excellent interpersonal skills with a proven ability to effectively and positively communicate with the public and all levels within the organization.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Previous experience with preparing reports, researching information, gathering, analyzing and interpreting data.

For more information or to submit a resume in consideration for the position please contact:

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