

Finance Director

CITY OF KENT, WASHINGTON

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THE COMMUNITY

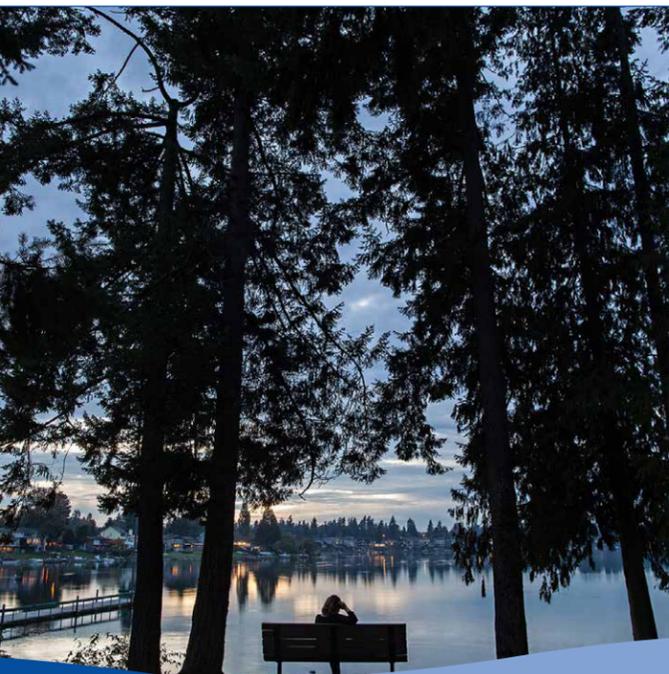
The City of Kent, WA (pop. 129,000, and approximately 34 sq. mi.), is located in the scenic Green River Valley 18 miles south of Seattle and 18 miles northeast of Tacoma, close to Mt. Rainier, Puget Sound, and the incomparable Olympic Peninsula.

Once a rural, agricultural community, Kent is now Washington's sixth largest city and the third largest (Seattle, Bellevue) in King County. Its residents reflect every corner of the world, making Kent the tenth most diverse city in the country according to a ranking of more than 500 cities by "Wallet Hub". More than 130 languages are spoken in the Kent and Federal Way School Districts. This culturally rich, rapidly-growing community is highly regarded for its captivating neighborhoods, award-winning parks, exceptional school districts, and impressive economic growth.

Kent's thriving economy is based on a unique combination of industries including manufacturing, retail, technology, and aerospace. Large private sector employers include Amazon, the Boeing Company, REI, Carlisle Interconnect Technologies, Blue Origin (Jeff Bezos's rocket company), Exotic Metals, Oberto Sausage Company, a Starbucks roasting plant (the company's first), and Alaska Airlines.

Kent has one of the largest concentrations of distribution, warehouse, and manufacturing facilities in North America, made possible by every manner of transportation. Seattle-Tacoma International Airport is about 20 minutes from downtown. The City is served by I-5, with I-405 and I-90 nearby. State Routes 99, 167, 181, and 515 run north-south through the city, with 516 running east-west. Two international deep-water seaports and a regional rail center are close. Sound Transit's Sounder Train (Sounder commuter rail) connects Kent to neighboring Puget Sound communities and shuttles fans to Seattle Seahawks and Mariners games, and Sounders matches. A \$1.5 billion light rail project will bring new stations and garages to Kent.

Kent's strategic location, public transit, and highways have made it a highly desirable community for residents and visitors. It is just 40 minutes from snow-capped mountain activities and 30 minutes from Seattle's world-class culture and cosmopolitan amenities. Kent's mild year-round temperatures make it ideal for outdoor recreational opportunities from watersports on the Green River and Puget Sound, to over 28 miles of biking trails, and dozens of multi-use parks and urban forests. The access ShoWare Center, a city-owned multi-purpose event venue, is home to the Seattle Thunderbirds, Seattle Mist, and Tacoma Stars. Kent's charming and walkable downtown includes Kent Station, a contemporary open-air urban village, offering retail shopping, movie theaters, restaurants, and a branch of Green River College. Highline College is next door in Des Moines. The University of Washington's main campus is in Seattle, with



a major branch in Tacoma. Washington residents do not pay state income tax.

To learn more about the City of Kent, please visit <https://www.kentwa.gov>

THE ORGANIZATION

Incorporated in 1890, the City of Kent operates under the Mayor-Council (strong mayor) form of government. The City Council and Mayor are elected to four-year terms without limit, on a citywide, non-partisan basis. The seven City Councilmembers choose the Council President from among their number. The City Council is the legislative body establishing policies, enacting ordinances, and approving the City's biennial budget and expenditures. The Council has five committees: Economic and Community Development, Operations, Parks and Human Services, Public Safety, and Public Works. The Mayor is a full-time executive position, responsible for preparing and presenting the biennial budget, carrying out the City's policies, enforcing ordinances, and overseeing the operations of the government. The Mayor appoints a Chief Administrative Officer to manage the day-to-day operations of the City.



The adopted 2019-2020 biennial budget is \$676.8 million (GF \$214 million). Just over 60% of Kent's approximately 700 FTEs are represented by one of three unions: Kent Police Officers Association, Teamsters, or AFSCME.

Kent does not hide the fact that it is in a difficult, but not yet dire, financial position, with expenses outpacing revenues. The structural imbalance is caused both by a rising population and a change in the way the state allocates sales tax revenue to cities. The City also faces "big city" issues, like affordable housing, crime, poverty, and homelessness. In order to advance the City, the Mayor, City Council, and Kent's professional staff — including the Finance Director — will need to explain effectively to the residents of Kent the hard choices they face.

The City is engaged in major technology upgrades. The Finance Director will help lead the transition to a more modern enterprise resource planning (ERP) system, ensuring that budget, finance, and payroll systems function optimally.

THE POSITION

This candidate profile was developed collaboratively by the Mayor, Chief Administrative Officer, every member of the Finance Department, key union representatives, and Kent's Executive Leadership Team.

With a staff of 37 employees, the Finance Department is the strategic business partner of every other City department, and must understand each of their unique business needs. The Finance Department provides timely, accurate financial information to the residents of Kent, the Mayor, City Council, the Chief Administrative Officer,



and all City departments. Core operational services include cash receipting, utility billing, meter reading, business licensing and taxes, accounting, payroll, accounts payable, accounts receivable, and auditing. The Finance Department develops the biennial budget and prepares the City's monthly, quarterly, and comprehensive annual financial reports.

Under the direction of the Mayor and the Chief Administrative Officer, the Finance Director is responsible for planning, developing, implementing, administering, and evaluating the comprehensive programs and services of the Finance Department based on the City's present and future needs. This position supervises the Deputy Finance Director, the Customer Services Manager, Accounting & Reporting Manager, and the City Auditor. The Director serves as a member of the Mayor's Executive Leadership Team and works in cooperation with other city directors, who have financial operations in their respective departments to ensure a consistent approach to city finances.

A bachelor's degree in finance, accounting, economics, business or public administration, or a related field, and five to seven years of professional management experience in municipal finance to include substantial experience with multiple bargaining units, are required. Experience in a full-service city comparable in size or a division manager in a larger city preferred. CPA strongly preferred. Graduate degree preferred.

THE IDEAL CANDIDATE

Kent's next Finance Director is an outstanding municipal finance professional and an innovative, creative, proactive, visionary, and solution-oriented leader, who will help address the significant finance and budget challenges facing the City. The successful candidate has a strong work ethic, impeccable integrity, and the highest ethical standards. She or he is a person of character and humility.

The successful candidate has personal and professional courage, and is able to deliver difficult messages with clarity, candor, and principled, polite firmness. She or he has expert-level presentation and communications skills, and is able to communicate complex budget and finance concepts in a manner that is easily understood by anyone, regardless of the listener's experience level or sophistication.

The next Finance Director is technically competent in all respects with significant experience in the following: accounting, municipal budgets (philosophy, forecasts, preparation, all process steps, drafting, and management), capital project finance, internal controls, business licensing, utility billing, internal service and proprietary funds and their management, procurement, bonding, cooperative purchasing, investment of public

funds, all relevant state laws, payroll, collective bargaining, multiple union contracts, retirement and benefits costs, and sources of revenue of every kind and type, including sales taxes, levies, grants, fees, and utility rates. The successful candidate thinks holistically, taking these individual aspects of the finance function and expertly coordinating them as part of the City's comprehensive finance strategy, consistently delivering timely, accurate information to the Mayor, City Council, and the Chief Administrative Officer.

The ideal candidate will be expected to hit the ground sprinting. She or he has the aptitude to maximize the potential of all persons under her or his authority through cross-training, empowerment, and professional development, taking the team to the next level and advocating on their behalf. The next Finance Director is committed to actual, meaningful collaboration with every other City department. She or he is a strong communicator, comfortable in every setting, with the demonstrated ability to serve the various unions represented within the City.

The ideal candidate is calm and unflappable, with good judgment, common sense, and a sense of



humor. She or he is both intelligent and emotionally intelligent, politically savvy, and able to listen and be a positive presence in the department, City, and community. The successful candidate is personable and approachable, interacting with others with tact, patience, and courtesy. She or he is politically astute, but apolitical.

The new Finance Director will embrace transparency and Kent's vision, mission, and values, ensuring their dissemination into every aspect of the City's budget and finance processes. The successful candidate is tenacious and attracted to the challenges described here, and ideally has already helped another similarly situated municipality.

COMPENSATION:

The salary range for this position is \$123,036 to \$190,776 with placement dependent upon experience and qualifications. In addition, the following generous benefits are provided: comprehensive medical (PPO and HMO options), dental, and vision insurances; prescription drugs; retirement through Washington Public Employee Retirement System (PERS) (mandatory) and Roth 457 and IRA programs (optional through ICMA-RC), basic life (voluntary life available), AD&D, and long-term disability insurances; flexible spending accounts (medical, dependent care, and health savings), wellness and EAP programs; annual (8 hrs./mo.) and sick (8 hrs./mo.) leave; and paid holidays (10, plus two personal days). Management Benefits – Level A - \$2,273.52 annually, prorated based on date of hire. Reserved garage parking. Relocation assistance subject to negotiation.

SEARCH SCHEDULE

Filing Deadline: May 22, 2019

Preliminary Interviews: May 30 - June 10, 2019

Recommendation of Candidates: June 17, 2019

Finalist Interview Process: July 12, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your cover letter and resume electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Andrew Gorgey toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com