



The City Of
COLLEGE PARK, MARYLAND



invites your interest in the position of

DIRECTOR OF FINANCE

Hiring salary range: \$82,000. – \$114,000.



A Smart Place to Live

COLLEGE PARK – AN EXCITING OPPORTUNITY



This is an exciting opportunity for a seasoned financial professional to work in a university community located adjacent to the nation's capital. The City is seeking an experienced individual to lead the Finance Department of our City government and work directly with the City Manager to provide financial stability and excellent services to our residents.

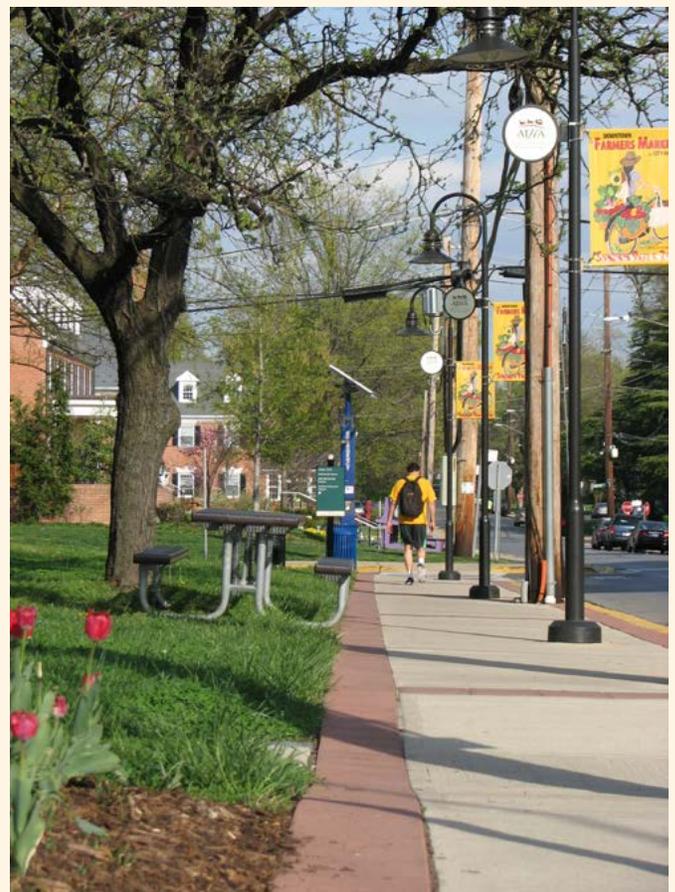
ABOUT THE POSITION

The Director of Finance for the City of College Park is the Chief Financial Officer of the City and is responsible to the City Manager for the administration of all financial affairs of the City.

The Director of Finance is responsible to:

- Provide vision, planning, direction, and supervision to the Finance Department.
- Develop and maintain accounting systems and procedures that ensure compliance with City policy, state and federal regulations, and government accounting standards.
- Prepare the City budget annually and submit it to the Mayor and Council for approval. Along with the City Manager, be responsible for the administration of the budget after its adoption.
- Keep the City Manager advised of the financial condition and future needs of the City. Provide recommendations to enhance the City's financial performance.
- Oversee biweekly payroll for approximately 100 employees plus two subsidiary payrolls, accounts payable, accounts receivable, cash management, investments, auditing, debt management, etc.

- Prepare annual Comprehensive Annual Financial Report (CAFR).
- Review requests for proposals on behalf of the City.
- Ensure effective controls are in place to safeguard the financial assets of the City.
- Maintain current knowledge of business and finance best practices in municipal government.
- Promote an atmosphere of collaboration and open communication.





THE IDEAL CANDIDATE

The successful candidate for the position of Director of Finance for the City of College Park should possess the following qualifications and characteristics:

- Possess a Bachelor's degree in Finance or a related field. Possession of a related Master's degree is preferred.
- Display evidence of continued professional development such as a CPFO, CPA, or similar professional credential.
- Have a minimum of seven years of progressively responsible experience in finance, accounting, or budget management; and five years of management experience.
- Possess excellent communications and interpersonal skills. Must have the ability to present complex information and subject matter in a concise and understandable way.
- Demonstrate honesty, integrity, and the ability to set a positive and ethical tone for the department.
- Bring energy and enthusiasm for quality improvement, customer service, and teamwork. Take a hands-on approach to budgeting and financial management.
- Ability to cultivate trust and confidence with a variety of stakeholders, including the Mayor and City Council, staff of the University, members of the community, and employees.
- Ability to be both a team builder and a team player, while also being a strong independent thinker.





ABOUT THE CITY

The eighth largest city in Maryland, College Park's population is 31,274 (2013). Comprising approximately five square miles, the City is located just seven miles northeast of Washington, D.C., within the Capital Beltway, along U.S. Route 1.

The City is a community of neighborhoods in an urban setting. There are ten distinct neighborhoods with a variety of housing choices. The average housing value (2013) is about \$273,000.

The City is the home of the University of Maryland, a Big Ten school and the City's major employer and property owner. The campus covers a large portion of the City. The combination of approximately 37,000 regular students plus non-traditional students, faculty, and staff brings significant commerce to the businesses of the City.

The University of Maryland is a nationally recognized leader in academic education, athletics, and research. The City recognizes the importance of the University as a major economic engine both locally and for the entire state of Maryland. Relationships between the City and the University of Maryland are excellent.

College Park also supports electronics and research facilities, as well as light industrial and entrepreneurial businesses. The City contains numerous retail and service businesses, many

situated on the City's "Main Street", U.S. Route 1 (Baltimore Avenue).

Primary and secondary education is provided by the Prince George's County Public Schools. Prince George's County also provides police, fire, and emergency medical services to City residents and by state law is the provider of county-wide planning and zoning services. Volunteer fire departments play a significant role in providing fire and emergency medical services to the City.

Water and sewer services are provided by the Washington Suburban Sanitary Commission, a bi-county agency. Many parks and recreation facilities are the responsibility of the Maryland-National Capital Park and Planning Commission (M-NCPPC).

LIVING IN COLLEGE PARK

The close proximity of the University of Maryland's flagship campus provides excellent access to educational opportunities, sporting events, and cultural activities on campus. The University's Clarice Smith Performing Arts Center provides world-class entertainment in a state-of-the-art facility. The City's corporate limits include the campuses of the University of Maryland and the University of Maryland University College.

National Archives II is located in College Park and is the home to national documents such as the Nixon Presidential Materials, the John F.

Kennedy Assassination Records Collection, and the Berlin Documents Center microfilm.

The Tennis Center at College Park houses the Junior Tennis Champions Center and is used by the University of Maryland tennis team. The facility is open to the public.

The City is also home to the world's oldest continually operated airfield, College Park Airport, an airport which the Wright Brothers used. The College Park Aviation Museum, located near the airport, includes a variety of early aviation exhibits.

College Park residents have easy access to subway service into Washington, D.C., with two Metrorail stations in the City. In addition, there is easy access to regular rail service to/from Baltimore and Washington.

The successful candidate will not be required to reside in College Park.

CITY GOVERNMENT

The City of College Park was established as a settlement in 1745, was incorporated as a City in 1945, and adopted the Council/Manager form of government in 1961. The governing body is composed of a Mayor, elected at-large, and eight Council members, with two Council members elected from each of four districts. City elections are held in November of odd-numbered years. The Mayor and Council serve part-time and are compensated.

The City government is organized into the departments of Administration; Finance; Public Services; Planning, Community and Economic Development; Youth, Family and Senior Services; and Public Works. There are approximately 100 employees on the City staff and the City department heads are senior individuals with considerable experience in their positions. Some of the City's employees in Public Works (approximately 33) are covered under a collective bargaining agreement with AFSCME Local 1209-C.



The City's annual operating budget is \$16.3M, which includes an interfund transfer to the Capital Projects Fund. The five-year Capital Improvement Program (CIP) totals \$48.7M, and includes 28 active projects.

Real property taxes are billed on the Prince George's County consolidated real property tax bill. For FY 2016, the real property tax rate is \$0.335 per \$100 of full value assessment. The City of College Park tax rate is one of the lowest in the state.

The City's 2020 Strategic Plan is available on the City's website.

The incumbent Director of Finance has held the position for 17 years and is scheduled to retire in May, 2016.

COMPENSATION

The starting annual salary for the Director of Finance position will be market competitive depending on the qualifications and experience of the selected candidate. The hiring range will be \$82,000 - \$114,000 plus an excellent benefit package.

HOW TO APPLY

Please apply online at www.collegeparkmd.gov. Be sure to attach a cover letter and resumé to your completed application. A resumé will not substitute for an application.

The position is open until filled, with a first review of applications scheduled for February 19, 2016.

The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, or genetic information is expressly prohibited.

