

KITSAP COUNTY

Kitsap County government exists to protect and promote the safety, health, and welfare of our citizens in an efficient, accessible and effective manner.

Director, Office of Strategic Financial Planning
Salary: \$80,000 - \$100,000 (DOQ)
Excellent Benefits Package



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The County

Kitsap County is located in the heart of the Puget Sound region of Washington State. Just a short drive or ferry ride from Seattle, the Kitsap Peninsula is surrounded by over 300 miles of saltwater shoreline. This unique setting continues to be an appealing draw for new residents and the County's population has grown to over 240,000 in recent years. The County offers safe communities, beautiful natural resources, and a resilient local economy.

Bounded by the Hood Canal on the west, Puget Sound on the east, and Mason and Pierce Counties to the south, Kitsap County is conveniently located between the metropolitan cities of Seattle and Tacoma. Its location offers a number of employment and community options and gives local residents easy access to the beauty and wilderness of the Olympic Mountains and Pacific Ocean.

Recently named by US News and World Report as the region with the best potential in the nation for growth in home value, Kitsap County's Silverdale/Bremerton area is known for job stability -- with the Navy as a major employer within the county and its proximity to employment centers in Tacoma and Seattle. Kitsap still offers affordable housing and strong school systems, with nearby professional sporting and cultural events.



County Government

Founded in 1857, Kitsap County is governed by a three-member Board of County Commissioners, serving as the legislative, executive and quasi-judicial authority for the County. The Board appoints the County Administrator and Department Directors, including the Director, Office of Strategic Financial Planning. Kitsap County is also served by a variety of agencies, government departments and elected officials. The County seat is located in the City of Port Orchard.

Office of Financial Planning

The Office of Strategic Financial Planning conducts strategic financial planning and analysis with a countywide perspective to ensure long-range financial health so that the County can provide quality services. The Office is responsible for analysis of economic trends and other factors affecting the County's financial outlook and General Fund impact. Activities include preparation of financial reports, forecasting, financial trend analysis, performance measurement development, and preparation and reporting of the County's budget. The Office is responsible for ensuring the budget, the County's financial health and fiscal challenges are communicated to County citizens in an accessible and comprehensive manner. It also is responsible for debt issuance. Additionally, the office performs the procurement of material, equipment, supplies, construction and services required by the County. The Office ensures that these purchases are executed in a legal manner from responsible providers at the lowest possible costs. The Office also performs the accounts payable, accounts receivable, contract administration, and payroll functions for a variety of elected offices and departments across the government for efficiency of operations.

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Position Overview

Under the direction of the Board of County Commissioners, the Director of the Office of Financial Planning will use leadership and professional expertise to develop the County's financial strategic plan and oversee financial system development for the county. While reporting directly to the County Administrator and working closely with her to identify policy alternatives, the incumbent is directly accountable to and works "at the pleasure" of the Board of County Commissioners. The Director will lead a staff of nine employees. As a public figure, the Director, Office of Strategic Financial Planning must be approachable and accessible to the residents of the County and may be called upon to serve in a 'public education' role from time to time delivering presentations and leading focus groups with civic organizations and other groups.

Duties

- Meet regularly with the County Commissioners and County Administrator to provide timely updates on the county's financial matters and to offer professional advice about relevant policy matters.
 - Prepare and deliver presentations to citizens; facilitate community discussions regarding the county's fiscal challenges.
 - Work with the Citizen's Budget Committee and other advisory committees as required.
 - Develop, update and monitor for gaps in the County's financial policies to guide long-range planning; asset management; revenue and expenditure management; debt capacity, issuance and management; reserve accounts; and operating/capital expenditure accountability.
- Refine the County's financial forecasting to better assess long-term financial implications of current and proposed policies and programs.
 - Develop and oversee the use of performance measures with benchmarking systems that link the County's mission and goals with the programs and activities funded in the County's budget and demonstrates the efficiency and effectiveness of the county's use of taxpayer dollars compared to other jurisdictions.
 - Oversee the preparation of the county budget.
 - Work collaboratively with elected officials and department heads for strategic financial planning and budget management.
 - Oversee the activities of purchasing, public disclosure and records management, accounts payable and payroll for appointed departments.
 - Supervise and lead office staff.



Issues and Priorities

The Director, Office of Strategic Financial Planning will be leading a newly created office to ensure focus on the County's financial health. Previously the budget function resided within a larger Department of Administrative Services that was responsible for a myriad of internal service functions. The new Director will lead the budget development process in 2010 at a challenging fiscal time for Kitsap County. Like all Washington State counties, Kitsap must limit additional property taxes it may levy each year to 1%, while the regular cost of doing business increases at a much greater pace. Since the 1% property tax limitation went into place in 2002, Kitsap has enjoyed revenues from sales taxes and new construction. However, the current economic recession as well as annexations over the last year have placed severe economic pressures on the County and the budget office in particular. The new leader thus will be faced with recommending further reductions in expenditures across the government as revenues continue to contract for the foreseeable future.

Given the timing of the new Director's transition into the role, the Office's busiest season of budget preparation and adoption will be winding down and the new Director will have sufficient time to acquaint him/herself with Kitsap's financial situation, its operations, and be able to lead the preparation of the 2011 budget adoption process. Again, it is likely this budget will need to absorb additional reductions, making it critical to ensure a dialogue with the County's citizens is part of the next budget process. Focus groups, community meetings and other methods of gathering input will be one of the first orders of business. The new Director will play a leadership role in examining the County organization, soliciting input from County residents and crafting a vision for the future of county government, and educating the community about changes and shifts in service offerings.

The County has used performance measurement in its budget and financial reporting to a limited extent. The new Director will lead the process to implement a more robust, accountable and strategic method countywide.



Ideal Candidate Profile

In addition to extensive experience in managing and developing municipal budgets, the preferred candidate will:

- Have demonstrated success in public education strategies for government financial trends and challenges – including the use of online communication tools.
- Possess strong leadership and communication skills, the ability to function as an innovative manager, and seek new ways to operate through strategic planning aligned with the County's adopted mission, vision and goals, and the Board's policy.
- Have the demonstrated ability to take a systems-wide approach to economic trend analysis, forecasting, and the impacts on the entire jurisdiction's financial health and its operating funds.
- Have extensive experience in strategic planning and community involvement in the setting of budgeting priorities.
- Be able to build a motivated workforce committed to the values of public service while serving both internal and external customers.
- Demonstrate knowledge of the unique dynamics involved in local public sector government.
- Demonstrate the ability to analyze complex professional and administrative issues and make sound recommendations.
- Be flexible, politically astute and sensitive to the broader impact of his or her decisions and actions.

- Be able to see the big picture while also recognizing and being attentive to details.

This position holds public trust and is one of the most visible positions within the County. There can be no question of personal/professional integrity, ethics or behavior. The selected candidate will have a strong commitment to the promotion of diversity and equality of opportunity in the workplace. The Director will be expected to transmit these values and commitments to the staff and citizens of Kitsap County.

Education & Experience

Successful candidates should possess a Bachelors Degree from an accredited college or university in finance or a closely related field; Masters Degree preferred; five years of progressively responsible experience in budget and governmental finance in the public sector, preferably within a county office of budget and finance; three years supervisory experience required; experience utilizing computer business applications and financial management information system is required; or any equivalent combination of experience and education that provides the applicant with the desired skills, knowledge and abilities to perform the essential functions of the position.





Compensation & Benefits

Kitsap County has developed a competitive compensation program for this position and a generous benefit plan which includes: Competitive Salary: \$79,164.80-\$101,025.60, Excellent Medical, Dental and Vision Benefit, State Retirement System, Life Insurance and Deferred Compensation Program.



To Be Considered:

Please submit a cover letter and resume as soon as possible, position open until filled. Please include in your cover letter an explanation of your demonstrated experience in the following areas:

- Conducting economic analysis
- Forecasting trends
- Developing and managing an enterprise wide budget
- Successfully managing through fiscal challenges

Applicants will be screened for qualifications. Finalists may be subject to a thorough background and reference check and information from your resume may be released to the public in the final stages of the selection process.



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