



SEEKING TO FILL THE POSITION OF:

FINANCE DIRECTOR

LOCATION: CITY OF WASECA, MINNESOTA

POPULATION: 9,094

SALARY RANGE: \$88,143 TO \$110,179

WASECA IS AN ENERGETIC, WHOLESOME COMMUNITY THAT WELCOMES AND SUPPORTS ALL PEOPLE IN ALL STAGES OF LIFE. WE ENVISION A FUTURE THAT STRENGTHENS OUR REGIONAL CONNECTIONS THROUGH LEADERSHIP OPPORTUNITIES, ECONOMIC DEVELOPMENT, AND INVESTMENT IN HIGH QUALITY COMMUNITY ASSETS RESULTING IN THE CREATION OF A VIBRANT, DYNAMIC COMMUNITY OF THE FUTURE.

COMMUNITY INFORMATION

Located in the heart of southern Minnesota, the City of Waseca offers a beautiful, clean, friendly, and safe community with a hometown feel and a lower cost of living. Nestled between Clear and Loon Lakes, Waseca was incorporated as a village in 1868.

“Waseca” is a Dakota Indian word meaning “rich in provisions.” When you visit Waseca, you will notice historic homes that peek from behind stately, century-old trees, quiet streets that wrap around City parks and ball fields, and the 1897 Courthouse that still stands proudly as a reminder of the City’s early beginnings.



Waseca is known for its comfortable and friendly atmosphere. Just one hour south of all the big-city conveniences of the Twin Cities metropolitan area, Waseca is located 13 miles west of Owatonna, 25 miles east of Mankato, and 58 miles west of Rochester. The City is located at the crossroads of State Highway 13 and U. S. Highway 14. Waseca is a vibrant community of 9,094 residents and is the county seat of Waseca County.

EDUCATIONAL OPPORTUNITIES

Public education in the City of Waseca is provided by Waseca Public Schools. The District enrolls approximately 2,000 students divided between its locations. Hartley Elementary School serves students in grades K-3, Waseca Intermediate School serves grades 4-6, and the Junior/Senior High School serves grades 7-12. There is also an alternative high school and an off campus program. Waseca County Off Campus is an alternative therapeutic program providing a structured setting for up to eight special education students in grades 7-12 with an Emotional or Behavioral Disorder (EBP) diagnosis. Residents recently showed their support for the District by passing a \$30 million referendum for renovations and repairs.



The City of Waseca is also home to a charter school and a private school. TEAM Academy Charter School enrolls students in grades K-6 with an emphasis on college prep. Sacred Heart School is a Catholic school that was established in 1886 and serves students in grades K-4.

HEALTHCARE

The City of Waseca is fortunate to be home to the Mayo Clinic Health System–Waseca. The community-based health care provider brings the resources and expertise of the Mayo Clinic to Waseca and the surrounding communities. This facility provides comprehensive care to its patients and provides routine and specialized care services as well as on and off site wellness support and community engagement. It also provides inpatient services in its accredited, critical access hospital.

ECONOMIC VITALITY

Waseca has a strong heritage of agriculture and traditional manufacturing fostered by an environment of collaborative economic development efforts by the City and many economic partners. Together, the economic development partners in the Waseca area continue to work



to grow jobs and the local tax base to maintain a strong and independent community.

Multiple businesses support the community and offer stable employment. Waseca has seen a stabilization in its population over the recent years. A recent MSU-Mankato research project noted that a portion of Waseca's Millennial population increased.

RECREATIONAL ACTIVITIES

Within the City limits, you will find 15 City parks that offer a number of amenities including tennis, volleyball, basketball, and pickleball courts, softball, baseball, and soccer fields, horseshoe pits, playground equipment, picnic shelters, and bandstands. The newest park, Northeast Park, is home to the Waseca Water Park, an outdoor water park that features a 25-foot high slide tower, a 180-foot long flume slide, a 106-foot long speed slide, and much more! After being destroyed in a fire a few years back, the Tink Larson Community Field has reopened after a nearly \$2 million grandstand rebuild. Hundreds of donations were made for the project, and community support was tremendous.



For those interested in the arts, the Waseca Art Center is a place you will find a variety of exhibits and programs for children and adults. Guest speakers, concerts, and plays are also featured at the Art Center as well as a gallery, a gift shop, and basement classroom space. Other events in the City include concerts by the Waseca Chorale, the Waseca County Historical Society Spring Luncheon series, shows, and events, the Waseca Junior/Senior High School band, choir, and drama performances, and dance classes and performances by Studio C Center for Dance.

Water recreation is a popular activity in Waseca as the City is home to two prized lakes. Clear Lake is the largest lake in Waseca and is located on the east side of town. The lake offers opportunities for fishing, boating, water skiing, sailing, snowmobiling, and ice fishing. A highlight of Clear Lake is its bike trail that runs along the shoreline. On the other side of town you will find Loon Lake, an 80-acre lake with a historic island. Recreational activities on this lake include fishing, non-motorized boating, canoeing, and wildlife watching. You will also find 50 lakes within a half hour drive of the City.

The City of Waseca also offers fun, family festivals throughout the year. Lakefest, Waseca's Fourth of July celebration, brings families together at Clear Lake Park for food, music, games, a boat parade, and paddle fest. Another exciting tradition in the City is the Sleigh & Cutter Festival held every winter. The festival includes a parade, a dinner dance, a fireworks display, a medallion hunt, and the Frosty the Snowman contest. Another event held every October in Maplewood Park is Sinister Forest which includes haunted pathways within the trees. Other great annual community events include the Waseca Marching Classic, a band festival that includes a parade and field competition, and the Waseca Sprint Triathlon.



Other fun activities found in the City of Waseca include the Waseca County Free Fair, shopping at one of the City's unique specialty shops, skydiving at the Waseca Municipal Airport, watching the Waseca Braves Class C amateur baseball team, playing a round of golf at the Waseca Lakeside Club, or camping at the area campground.

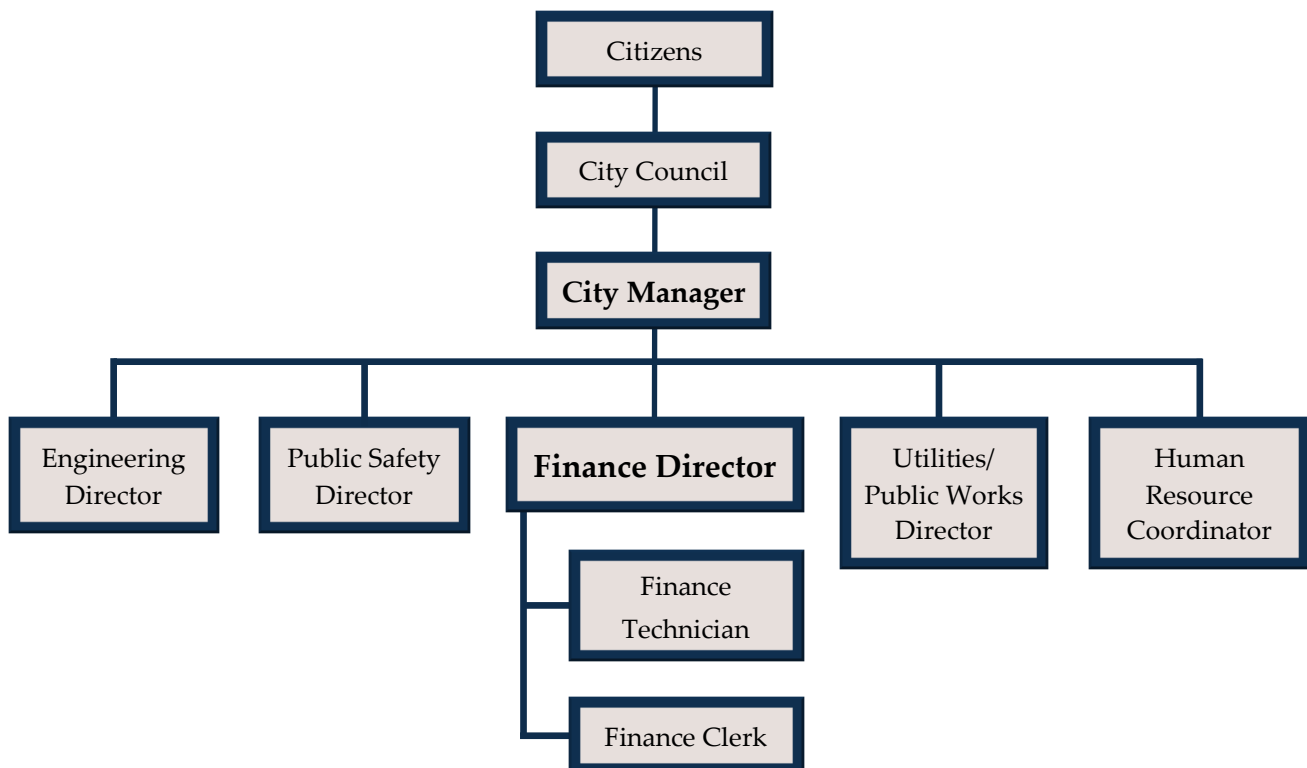
THE ORGANIZATION

The City of Waseca is organized under a Home Rule Charter in accordance with applicable Minnesota State Statutes. There is a respectful and dedicated Mayor and Council who support the Council-Manager relationship and form of government. There is energy and a continued trajectory to move the community forward in its vision.



The City of Waseca is an attractive organization size with many long-time, capable, competent staff who work well together to provide quality service to the community. The City provides a full range of municipal services including police services, fire protection, zoning and code enforcement, municipal planning, parks, recreation activities with an aquatic center, a regional airport, and construction and maintenance of streets and infrastructure. Community and economic development are facilitated through a Housing and Redevelopment Authority and an Economic Development Authority. In addition, the City provides water, electric, sanitary sewer, and surface water enterprise services. The City also contributes to the regional library system, senior center operations, area transportation services, area tourism bureau, historical society, and several other important community based services. In addition, the Federal Correctional Institute has also been a great and proven collaborator.

ORGANIZATIONAL CHART



BUDGET INFORMATION

Expenditures	2017	2018	2019
General Fund	6,518,994	7,099,624	7,343,995
Debt Service Funds	485,300	479,375	477,850
Capital Project Funds	1,377,819	2,435,294	3,998,604
Airport Special Revenue Fund	236,475	1,133,600	923,600
Safe Haven Grant Special Revenue Fund	141,466	166,412	175,730
Peg Channel Special Revenue Fund	34,751	85,501	77,751
Water Enterprise Fund	1,699,220	1,272,564	2,287,624
Sewer Enterprise Fund	2,399,985	2,971,123	3,827,750
Electric Enterprise Fund	6,838,514	7,027,642	7,146,651
Surface Water Enterprise Fund	141,529	133,203	188,954
Economic Development Authority	70,749	72,901	83,069
Total	19,944,802	22,877,239	26,531,578

*Budget figures do not include City transfers between funds

FINANCE DIRECTOR CORE DUTIES

- ◆ Directs and oversees the day-to-day operations of the Finance Department including payroll, employee deductions, benefit payments, receivables, accounts payable, and financial reporting.
- ◆ Effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, direction of work, discipline, reward, and adjustment of grievances of subordinate personnel.
- ◆ Under the direction of the City Manager, and working in partnership with the department heads, manages preparation of the annual budget, tax levy information, and Truth In Taxation presentation, cash flow needs in relation to five year Capital Improvements Program, and the capital equipment replacement. Reviews preliminary submissions and recommends change, as appropriate, and prepares final budget documents.
- ◆ Coordinates the development and maintenance of the City's Capital Improvement Plan.
- ◆ Performs oversight of the budget by reviewing all disbursements and requisitions to ensure appropriate authorization and relation to budget projections.

FINANCE DIRECTOR CORE DUTIES– CONT'D

- ◆ Closely monitors expenditures within approved budgetary guidelines. Identifies and follows up on budget variances with appropriate department head. Makes periodic reports available to the City Manager and department heads.
- ◆ Coordinates the City's annual audit process and development of the City's Comprehensive Annual Financial Report. Prepares audit worksheets, supplemental work papers, statistical tables, narratives, and liaises with external auditors. Works closely with auditors and State and Federal Agencies to ensure the City is in compliance. Develops audit procedures to comply with Federal, State, and oversight requirements of Government Finance Officer Association (GFOA) and Government Accounting Standards Board (GASB).
- ◆ Leads and/or participates in the development, implementation, administration, and review of the City's finance policies and procedures. Works with senior staff to develop short and long range financial, departmental and operational goals, objectives, priorities, and plans for the City that will result in sound fiscal management.
- ◆ Establishes and maintains written internal control procedures and assures that national standard accounting procedures are maintained.
- ◆ Working with the appropriate department head, jointly calculates and recommends service rate increases and prepares related resolutions.
- ◆ Oversees, reviews, and/or assists in the preparation of various types of municipal financial records, statements, and reports. Prepares and/or assists in preparing grant requests and reporting.
- ◆ Provides financial advice and assistance to the City Manager and management personnel. Prepares reports and recommendations to the City Council as directed by the City Manager. Responds to requests for financial information and assists with recordkeeping and reporting.
- ◆ Coordinates debt management and bond issuance to ensure the most efficient use of the City's bond capacity and borrowed monies; updates the City's financial debt model as required for current and long range forecasting needs. Manages and oversees cash flow, available cash, and investments.
- ◆ Working with the Utilities Director, develops processes for the receipt of utility payments and the coordination of the utility billing and recreation collection of payments.
- ◆ Provides technical advice and assistance to City departments; coordinates activities of the Finance Department with other City departments/divisions.

FINANCE DIRECTOR CORE DUTIES– CONT'D

- ◆ Resolves citizen complaints or problems concerning activities of the department; speaks before public and professional groups on the policies and programs of the department; attends various meetings and serves on committees as needed.
- ◆ Directs the maintenance of all official accounting and financial records so they conform to generally accepted government accounting principles and provides an accurate and current reflection of the City's financial condition.
- ◆ Maintains special assessment records and development procedures to conduct timely reconciliation of special assessment records to County information. Works with the Engineering staff in the development of special assessment cash flows, debt needs, and fund position.
- ◆ Develops and maintains information required for debt issuance and official statement.
- ◆ Maintains accurate and up-to-date records of all cash, checks, deposits, and investments of the City including oversight of all long term and short term debt obligations.
- ◆ Identifies and provides subordinates with the training and instruction necessary to ensure employees are equipped to perform their job duties at a high level. Provides opportunities for professional development/growth to employees who desire to expand their skills. Completes an annual performance review of all direct reports.
- ◆ Responsible for the City's risk management program including property and casualty insurance.
- ◆ Oversees the City's employee benefits function; assists in coordinating health insurance program renewals; serves as primary contact regarding the City's compliance with PERA and for the City's worker's compensation program.
- ◆ Unless otherwise specified by the City Manager, oversees collection and reporting activities pertaining to loans, grants, tax increment districts, or other development activity or business subsidy entered into by the City or Economic Development Authority.
- ◆ Coordinates the activities of the City's Information Technology (IT) consultants. This includes routine maintenance as well as the upgrading and/or replacement of all hardware. Is involved in the selection and implementation of all financial software utilized by the City and the development of appropriate processes to govern software use and access. Incorporates equipment recommendations into the City's Budget and Capital Plan.
- ◆ May perform other management duties and/or projects for the City Manager as assigned.
- ◆ Performs other duties as assigned and as apparent.

DESIRED FINANCE DIRECTOR ATTRIBUTES

- ◆ Team builder, approachable, and a good communicator.
- ◆ Government finance background, working knowledge of PERA, retirement, and health benefits.
- ◆ Visible, accessible, and demonstrate good governance – keep things moving forward, facilitate the when, how, why, and where.
- ◆ Sees the details but takes a global view approach in applying finance across the organization.
- ◆ Willing to wear many hats.
- ◆ Long range, complex financial planning experience.
- ◆ Leader, not a boss, and desire to be a part of the team.
- ◆ Strong work ethic with an ability to prioritize.
- ◆ A learner and a teacher: curious, not afraid to ask questions and conduct research.
- ◆ Serves as a mentor/coach.
- ◆ Sense of humor, doesn't take things personally.
- ◆ Open and a good listener.
- ◆ Values developing processes that are simple for all to understand.
- ◆ Intelligent, compassionate, and flexible with work/life balance.
- ◆ Resourceful: use existing resources to full capacity, grants, tax abatement, TIF monitoring, etc.
- ◆ Accountable for decisions, takes ownership, and accepts responsibility.
- ◆ Good internal customer service.

FINANCE DIRECTOR GOALS AND PRIORITIES

- ◆ Lead the department and foster an environment of trust between all employees.
- ◆ Focus on training and collaborating within the department and across all departments.
- ◆ Train other departments to be successful in finance related functions: budgeting, expense/revenue management, reporting and payroll processes.
- ◆ Emphasize the basics, teach how actions impact the organization, and provide the tools to help other departments be successful.
- ◆ Facilitate a comprehensive budget process across the organization which includes a proper balance engagement.
- ◆ Initiate CIP process with Directors during the winter; coordinate budget process immediately following the annual audit process.
- ◆ Develop a documentation system or training on circumstantial processes within the department.
- ◆ Support the Vision 2030 plan and determine how the Finance Department can move the plan forward.
- ◆ Carry out the Council's strategic vision and determine funding sources.
- ◆ Evolve in the role, and work with City Manager to explore future of department and position(s).
- ◆ Represent the City by getting involved or attending local service groups (e.g. Rotary, Lions, 2030 Vision committee).
- ◆ Track all financial aspects of economic development projects.
- ◆ Aggressively pursue grant opportunities.

POSITION ANNOUNCEMENT

FINANCE DIRECTOR: CITY OF WASECA, MINNESOTA

SALARY RANGE: \$88,143 TO \$110,179

Located in the heart of southern Minnesota, the City of Waseca offers a unique blend of hometown hospitality, rich history, and modern day conveniences. Waseca is a vibrant community of 9,094 residents and is the county seat of Waseca County.

The position profile is available at <https://www.ddahumanresources.com/active-searches>.

Minimum qualifications for the position include a bachelor's degree in Accounting or Business Management and three years of Public Accounting or Finance at a supervisory administrative level. Desired qualifications include a master's degree in Business or Public Administration, five years of financial management experience with accounting and budgeting experience, and possession of a Certified Public Finance Officer through the GFOA.

To apply, go to <https://daviddrown.hiringplatform.com/27854-waseca-finance-director/72750-application-form/en>, and complete the application process by May 17, 2019. An initial round of interviews will be conducted on May 27, 2019, and final interviews will take place on June 18, 2019.

Please direct questions to Liza Donabauer at 612-920-3320 x111 or liza@daviddrown.com.



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