



Recruitment Announcement
for the City of Gaithersburg

***DIRECTOR OF FINANCE
AND ADMINISTRATION***



Director of Finance and Administration – Gaithersburg, Maryland



How to Apply

Applications will be accepted electronically by The Novak Consulting Group at thenovakconsultinggroup.com/jobs. Applicants first complete a brief online form then are prompted to provide one document (Word or PDF) that contains a cover letter and resume with salary history. Open until filled with first review of applications on April 8, 2019.

Compensation

The salary range for this position is \$104,915 - \$167,865, depending on qualifications, with an excellent benefits package.

Please direct questions to Catherine Tuck Parrish at apply@thenovakconsultinggroup.com or 513-221-0500.

The Position

The City of Gaithersburg's new Director of Finance and Administration will have the opportunity to join a financially stable, debt-free organization in one of Maryland's premier communities. Residents of Gaithersburg enjoy an impeccable quality of life, thanks in part to its team of City staff who work diligently to provide excellent customer service. The City has received the Government Finance Officers Association (GFOA) Distinguished Budget Award and Certificate of Achievement in Financial Reporting for many years and is consistently cited amongst the top destinations to live in the United States.

The Director of Finance and Administration plans, organizes, directs, and manages all of the City's financial activities. In this capacity, the Director interprets and applies the principles and practices of public finance administration and establishes departmental policies and procedures.

As a member of the City's Senior Leadership Team, the Director reports to the Deputy City Manager. The Director of Finance and Administration currently has three direct reports.

The Organization

The City of Gaithersburg is a municipality that shares local government taxing authority with Montgomery County, Maryland. The City operates under the council-manager form of government, wherein the Mayor and five City Council members serve as the legislative body. The Mayor and City Council are elected at-large to serve staggered four-year terms. The City Manager is appointed by the Mayor and City Council to serve as the City's chief executive officer. The City Manager is responsible for the implementation of policies and directions established by the Mayor and City Council.

The City of Gaithersburg employs 417.99 FTEs and the City's FY 2019 total adopted expenditure budget is \$70.7M.

As mandated by state law, Montgomery County provides school, library, social services, and fire protection for the City of Gaithersburg. In addition to the Montgomery County Police, Gaithersburg residents are served by the City's own Police Department.

The Department

The Finance and Administration Division provides oversight of all City financial transactions and is responsible for financial reporting, creation of the budget document and budget monitoring, payroll and accounts payable processing, procurement, and investments. The Finance and Administration Department is currently staffed by 11 employees and has an adopted FY 2019 total budget of \$22.7M.

In addition to its role in compliance, the City's Finance and Administration Department is the resource that assists all departments in providing services to residents. The City of Gaithersburg currently uses the Munis ERP system, Kronos, and ADP to issue payroll checks.

The Ideal Candidate

The City of Gaithersburg's next Director of Finance and Administration is a skilled financial manager with the ability to prepare and administer complex budgets, draft financial reports, and explain complicated issues in an easily understood manner. The ideal Director of Finance and Administration empowers and develops staff, focuses on best practices, and brings innovative ideas for process improvements. This candidate is able to conduct long-range planning, evaluate intricate financial systems, and recommend goals and practices for providing effective and efficient services. He or she is an experienced leader who will oversee the work of all department personnel and recruit, train, and develop staff.

The ideal Director of Finance and Administration is a problem-solver with excellent communication skills. The successful candidate will deal constructively with conflict and develop appropriate resolutions, exercise sound judgment within policy guidelines, and adhere to all expected ethical standards and ideals. This person is reliable and responsive and will establish positive working relationships with department staff, elected officials, colleagues throughout the organization, vendors, and the community at large. The City of Gaithersburg's next Director of Finance and Administration has experience in procurement and investments and understands vendor relations, purchasing, strategic planning, and municipal bond financing.

Gaithersburg is seeking a Director of Finance and Administration with these traits:

- **Forward-thinking**
- **Ethical**
- **Team player**
- **Adaptable**
- **Apolitical**
- **Delegatory**



Experience and Education

The minimum qualifications are a bachelor's degree in business administration, accounting, finance, public administration, or a closely related field and at least ten years of managerial experience in accounting, budgeting, and other phases of fiscal management. Four years of experience in governmental accounting is also required.

Preferred qualifications include a master's degree and Certified Public Accountant or Certified Public Finance Officer designation.

The Community

QUICK FACTS:

- **Population: 68,710**
- **Median Household Income: \$85,773**
- **Median Home Value: \$380,300**
- **Median Age: 34.8 years old**
- **Total Area: 10.33 square miles**

The City of Gaithersburg, Maryland, is a thriving, culturally diverse and vibrant community in the Washington, D.C. metropolitan area, located north of the nation's capital. Gaithersburg began as a small settlement at the juncture between two ancient Native American trails, now Frederick Avenue and Diamond Avenue. The arrival of the Baltimore and Ohio Railroad in 1873 sparked a business and agricultural expansion that made the Gaither settlement the commercial center for upper Montgomery County, and it was incorporated as the town of Gaithersburg in 1878. A second major expansion occurred in the 1960s, when the Atomic Energy Commission headquarters (now the Department of Energy) and the National Bureau of Standards (now the National Institute of Standards and Technology) relocated to the vicinity, spurring residential and commercial growth that continues to this day.

When the National Institute of Standards and Technology (NIST) relocated to Gaithersburg, it brought with it tremendous growth in the fields of science and research. Today, NIST is the City's largest employer, along with MedImmune, LLC Biologics; Leidos; Asbury Methodist Village; GeneDx Inc.; Sodexo USA; and Hughes Network Systems, LLC.

Gaithersburg is the third largest city in Maryland and one of the state's fastest growing communities. The City is a major international location for high technology companies and boasts award winning schools, neighborhoods, and commercial developments. Its respect for its heritage, demonstrated by the revitalization efforts in the Olde Towne residential and commercial district, coupled with thoughtful planning for new communities and a commitment to cultural and recreational activities, has earned the City national acclaim.



Thoughtful, innovative planning defines the Gaithersburg community and can be seen in developments such as the Kentlands, now celebrating its 31st anniversary. Kentlands, one of the first “New Urbanist” neighborhoods built in the United States, was designed to be a walkable, mixed-use community. It occupies land that was once the farmstead of Otis Kent, just as much of modern Gaithersburg is built on historic farmland. These rural roots still influence the soul of the City, which has retained its small-town commitments to character, customer service, and collaboration as it has grown.

Gaithersburg is consistently recognized for its high quality of life. In 2016, 24/7 Wall Street ranked Gaithersburg amongst the top 25 places in America to live, citing the community’s high median household income and extensive entertainment and recreational opportunities. In 2018, Livability.com placed Gaithersburg among the top 10 Best Cities for STEM Workers. Additionally, the City has earned Tree City USA status since 1990 and has been awarded the Distinguished Budget Presentation Award from the GFOA every year since 2002. For the past four years, WalletHub has identified the City as one of the top three Most Diverse Cities in America. The City’s racial and ethnic demographics are 48.2% White, 25.8% Hispanic or Latino, 18% Black or African American, 18% Asian, 0.3% Native American or Alaska Native, and 3.9% who identify as two or more races.

The City’s many special events and recreational opportunities make it a great place to work and live. Since 2010, the City has hosted the Gaithersburg Book Festival on the grounds of City Hall in Olde Towne. Gaithersburg is known for its entrepreneurial and startup business environment as new technology companies arrive each year to take advantage of the City’s excellent location and dynamic workforce.

Gaithersburg is accessible via many modes of transportation, allowing easy access to the Washington, D.C. area and the greater Mid-Atlantic. The City is bisected by the 12-lane, I-270 freeway connecting Gaithersburg to the Washington Beltway and is the western terminus of the newly opened

Inter-County Connector linking I-270 to I-95. Gaithersburg is served by the Metro system’s Red Line, as well as the Maryland Association of Rail Commuters (MARC) rail system. It is within an hour’s drive of all three major airports in the Baltimore/Washington region.

Because of its proximity to the nation’s capital and major global industries, the City plays host to many international and domestic visitors. Gaithersburg enjoys one of the highest educated labor pools in the country. In fact, Maryland ranks fourth in percentage of the population with a bachelor’s degree and second in the percentage with a graduate or professional degree.

