

The image features a large, faint, circular corporate seal of the City of Duluth in the background. The seal contains an eagle with spread wings at the top, a central shield with various symbols, and the text 'CORPORATE SEAL OF THE CITY OF DULUTH' around the perimeter. The year '1887' is inscribed at the bottom of the seal.

# FINANCE DIRECTOR

Pay Range: \$91,330-\$138,333  
Final Application Date: July 19, 2020



*The Finance Department houses the City's financial planning and analysis, budgeting, financial/accounting recordkeeping and reporting, decision support and analysis, and assessment and management of financial risks and emerging trends.*



## The Position

The Finance Director is a member of the City of Duluth's executive team responsible for development and implementation of departmental financial plans and programs.

The Finance Director will provide leadership that exemplifies the City's commitments to the protection of public funds, ethical decision making, excellent internal and external customer service, and continuous improvement and learning, for the department and for the city overall. The Finance Director is responsible for budget development, financial management and status reporting, general accounting, contracts, grants, procurement, customer service delivery, debt management, audits, and other functions. The Finance Department includes the Auditor's Office; Budget Office; Purchasing; and Treasury.

## The Ideal Candidate

The ideal candidate is a dynamic, responsive leader who thrives in a fast-paced environment with a high degree of administrative independence in all areas of responsibility.

Strengths in interpersonal relationships and collaboration, commitment to outcomes and continuous process improvement, as well as oral and written communication skills are essential to the success of the Finance Director.

The selected candidate will demonstrate responsive, confident leadership with a history of working effectively with City staff and community partners.

As a leader and mentor who is dedicated to excellence, the Finance Director will maintain a reputation that serves to attract and retain outstanding, talented employees. A proven record of accomplishment that demonstrates an ability to create and maintain a supportive, collegial, and empowering culture that encourages new ideas and ongoing professional growth will be carefully assessed.

# What we are looking for.

# The Community

The City of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Voted Outside Magazine's Best Town in 2014, Duluth has world class hiking, cross-country skiing, and mountain biking trails, all within city limits.

The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.

# Compensation & Benefits

The annual salary for this position is \$91,330-\$138,333. The City of Duluth offers an excellent benefits program that includes, but is not limited to:

## Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This leadership position will include evening and after-hours meetings.

Holidays - 12 fixed per year.

Vacation - 23 days of vacation per year.

Up to two weeks of vacation and sick leave and relocation assistance may be available for selected candidates.

## Retirement

Minnesota Public Employees Retirement Association (PERA).

## Deferred Compensation

A deferred compensation plan is available at the employee's option.

## Health Benefits

The City pays a significant portion of the premium for medical /hospitalization, dental and prescription coverage for employees and dependents. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

## Life Insurance

Policy value of \$50,000.

**For a complete list of benefits offered,  
visit <http://duluthmn.gov/human-resources/employee-benefits/>.**

This position is Exempt from FLSA (Fair Labor and Standards Act); does not qualify for overtime compensation.

# What we offer.



## Minimum Qualifications

Required education and work experience includes a Bachelor's degree from an accredited institution with major course work in public or business administration, with an emphasis on finance or accounting, plus seven (7) years of increasingly responsible experience in finance, including at least three (3) years at a financial policy determination level. A master's degree in public or business administration or a related field may be substituted for one year of experience. Public sector experience preferred.

Please visit [www.duluthmn.gov/human-resources](http://www.duluthmn.gov/human-resources) for additional duties and requirements.

## Application & Selection Process

To be considered, please submit an online application through the City's website by July 19, 2020. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates - based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include a presentation and an oral board interview to establish top candidacy for the final selection.

Please visit [www.duluthmn.gov/human-resources](http://www.duluthmn.gov/human-resources) for additional duties and requirements.

**THE CITY OF DULUTH IS AN EQUAL OPPORTUNITY EMPLOYER.**



[www.duluthmn.gov](http://www.duluthmn.gov)