

Director of Finance Position Profile



Send resumes, along with a cover letter and a minimum of three (3) professional references to:

Barbara A. Luker, Executive Secretary

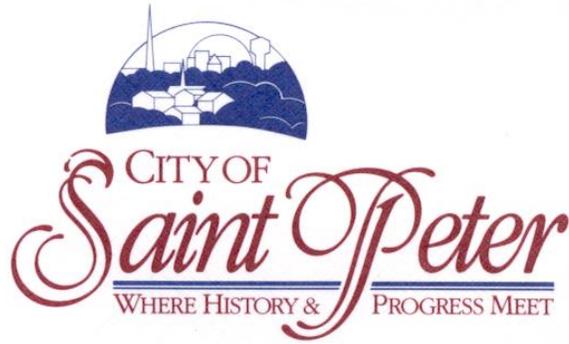
barbaral@saintpetermn.gov or at (507)-934-0663 or

Attn: City Administrator's office, 227 South Front Street, Saint Peter, Minnesota 56082

For additional questions please contact:

Todd Prafke, City Administrator, 507-934-0663

The City of Saint Peter is an Equal Opportunity Employer



Saint Peter is located approximately 45 miles south of the Twin Cities metro area and 10 miles north of Mankato on Minnesota Highway 169. The City Council continues to focus on providing a high quality of life and it shows in the City's roads, parks, safe neighborhoods and continued growth. Candidates can learn more about the City on our website at www.saintpetermn.gov

Our Operations

The City provides a wide array of services including, water, wastewater, stormwater, maintenance, police, fire, recreation, hospital, community development and electric services, to name a few. The City organization is a weak Mayor system (Mayor and six Councilmembers) with various Department Directors working as a team to manage the City's diverse operations in an integrated way. Our least tenured Department Director has been with us for 13 years. The City's current Finance Director is leaving after over 20 years of service.

Our Management Philosophy

- We help people.
- We are...good stewards of resources.
- We promote...sustainable community (environment, land use and business model for the City).
- We help... each other be successful. We praise those who do well, educate and work with those who do poorly, and help all employees adapt to change.
- We are...open with each other. We talk about money, organization, and goals.
- We... support each other.
- We promote...community above self.

The Saint Peter Community

The City of Saint Peter (population 11,400) was incorporated in 1873 and is located in the beautiful Minnesota River valley. Saint Peter is the county seat of Nicollet County and the second largest city in the County. State Highways 99, 169, and 22 all intersect in Saint Peter making the community a hub for other destinations in the state.

Saint Peter offers a full range of activities for candidates and their family including a City operated Recreation and Leisure Services Department offering year round activities for all ages from youth to seniors; fine arts activities offered through the local schools, the St. Peter Art Center, Gustavus Adolphus College, and local historical and art museums; several large parks for both organized and passive activities; and a strong downtown business district that is continually expanding. Saint Peter also offers religious opportunities for a large number of denominations.

Educational opportunities are available for all ages through School District #508 with higher education classes available in Saint Peter through Gustavus Adolphus College and in Mankato through Minnesota State University Mankato, South Central College and Rasmussen College. The School District #508 constructed a new High School in 2017. For more information on School District #508 please visit their website at www.stpeterschools.org.

The City has worked diligently to ensure Saint Peter's housing market continues to be robust and numerous ownership and rental options are available for prospective candidates. Saint Peter also boasts multiple phone, hi-speed internet and video service providers.

Saint Peter was originally intended to be the capital of the State of Minnesota. As the legislators were preparing to vote on the location of the capital, the bill that would have named Saint Peter as capital was stolen by Joe Rolette who hid with it until after the legislature voted for Saint Paul. Even though Saint Peter was not named the capital, candidates can see how our founding fathers planned for that designation by platting extra wide streets in the community. In addition, the capital building would have been located in Minnesota Square Park which is adjacent to Highway 169 on the south end of our City.

The City is rich in historical buildings and besides having about a dozen structures on the National Register of Historic Places; the entire downtown area was also given that designation. Many of the old buildings downtown still maintain the historical features that have been lost in other communities.

Saint Peter also has the distinction of being home to five past Governors of the State of Minnesota and we are home to the internationally renowned Gustavus Adolphus College which has provided the community an opportunity to host the King of Sweden and his family (most recently in 2012) on numerous occasions. Saint Peter is also the headquarters of the Alumacraft Boat Company, the Minnesota School Board Association, Scholarship America (formerly known as Citizens' Scholarship Foundation of America), Hendrickson Organ Factory (a company that makes handmade pipe organs which are shipped around the world) and a State treatment facility, to name just a few.

On the north end of Saint Peter is the site of the former Traverse des Sioux. Loosely translated this means "crossing of the Sioux". The town was located on the banks of

the Minnesota River at a crossing place for the Sioux Indians. Following the Dakota War in the 1800's, when hundreds of settlers and Indians were killed, a peace treaty was signed near Traverse des Sioux. A marker is in place today commemorating that treaty. Although none of the buildings exist at the site of the old town, visitors can still see some building foundations and historical markers have been placed in the area. This area is also home to the Nicollet County Historical Site museum.

Saint Peter is also proud to host several large celebrations each year. On July 4th over 10,000 people visit Saint Peter to take part in the Old Fashioned Independence Day celebration picnic, view the 2 hour parade, attend the drum and bugle corps event and watch the fireworks. In September the annual Rock Bend Folk Festival takes place in Minnesota Square Park and in October Gustavus hosts the world famous Nobel Conference. Students, dignitaries, and Nobel Laureates from all over the world come to Saint Peter to participate in this week-long event. Other events that draw visitors to the community include BluesFest, Oktoberfest, and the Nicollet County Fair.

Although a dubious distinction, a more recent "claim to fame" was the March 29, 1998 tornado which destroyed major portions of our community. We have fully recovered from the devastation of that afternoon and our community is better than ever and we are known as a "text book" example of emergency response and recovery.

Saint Peter's population continues a steady upward climb, but we never lose that "small town" feel that so many people seek and we hope the new Director of Finance will feel right at home in our community.

Our Best Candidate:

We believe the best candidate will have experience managing people (eleven direct reports), budgets (about \$35 million including General, Enterprise, Agency, Capital and related funds) and will have a college degree in Accounting, Finance, Business Management or Public Administration (or in place of a college degree, 5+ years of commensurate experience in similar sized operation will be accepted as well). The best candidate will have a broad base of experiences with excellent Excel software skills, written and verbal communication skills, and will like working within a management team that understands high standards are expected by our progressive community and customers.

Administrative Role:

- Participates in strategic long-range planning supporting the City's philosophy and goals.
- Supervises a staff tasked with accounting, payroll, accounts payable/receivables, utility billing, information technologies, and transit.

A full job description is attached for review and use by prospective candidates.

Community Relations:

- Develops positive, ongoing relationship with members of the community.

Our Challenges

- Maintaining financial stability in a community that continues to grow and paying for our state of the art facilities.
- Planning for substantial changes in our workforce over the next 5 to 10 years as we see many employees reach retirement age.
- Continuing to grow relationships with partners that help us maintain our high quality of life.
- Incorporating the ongoing changes within our organization driven by growth, finding efficiencies, project development and opportunities to enhance services.

Our Strengths

- A very talented and experienced group of City staff members who have an excellent understanding of our operations and a team driven approach.
- A beautiful community with great partners including the School District, Nicollet County, Saint Peter Area Chamber of Commerce, Southern Minnesota Municipal Power Agency, and the Minnesota Municipal Utilities Association.
- A community with a history of well-planned and implemented growth.
- A City Council that supports staff and is not afraid to experiment while giving staff appropriate latitude to manage the business.
- Department Directors that have leadership roles in many organizations both within the community as well as in trade and municipal support organizations.
- Great facilities with state of the art wastewater and water treatment, well maintained streets, beautiful parks and ongoing enhancement to electric distribution systems.

Working Relationships:

The Director of Finance reports directly to the City Administrator and is on a management team consisting of:

- City Attorney (Brandt Law Office)

- City Engineer (Bolton and Menk Inc.)
- Chief of Police
- Director of Public Works
- Director of Building
- Director of Community Development
- Director of Recreation and Leisure Services
- Fire Chief
- Hospital CEO

Terms of Employment:

The City plans to extend an offer to the best candidate that includes:

- Starting salary range of \$83,000-\$90,000 depending on qualifications with six (6) months of probation.
- A robust health care, life insurance and benefits package including the Public Employees Retirement Association (PERA).

Living in Saint Peter is not required but a moving allowance that encourages speedy establishment of a local residence will be provided if you choose.

Other important items for prospective candidates to note:

Please use this Position Profile and the attached job description as you put together your resume and cover letter. This profile was designed to inform prospective candidates as to what skills and talents the City and community see as providing the greatest opportunity for success. It is important that you review the qualifications carefully and make sure your resume materials articulate your skills, experiences and educational background as those will be the basis for our review and selection of the "best candidate(s)" for interviews.

Applications will be accepted until 5:00 p.m. on Thursday, March 1, 2018. To ensure your interest in this position receives the utmost consideration, please remember to submit the following documents:

- A cover letter
- Resume
- A minimum of three (3) professional references.
- The attached Veteran's Preference form (whether claiming Veteran's Preference or not)
 - If claiming Veteran's Preference, please attach your DD214 form.
- The attached Affirmative Action form
- Submit your application materials as follows:

City Administrator's Office – Attn: Barbara
 227 South Front Street, Saint Peter, Minnesota 56082
 or by email at barbaral@saintpetermn.gov.

Interviews:

Interviews will be conducted on Thursday, March 15, 2018 and will include interviews with the City Administrator and City Council; a 3-5 minute presentation by each candidate; meeting Finance Department staff; lunch with the City's Department Directors and other candidates; and opportunities to get to know our community.

Additional Questions:

If you have questions or would like additional information, please contact:

Saint Peter City Administrator Todd Prafke
at barbaral@saintpetermn.gov or
(507)934-0663

Please note....as provided for in Minnesota State law, your resume/application will remain confidential until you are offered and accept an interview. Your name may be provided to local media should you agree to an interview.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 404

POSITION TITLE: DIRECTOR OF FINANCE/TREASURER

DEPARTMENT: FINANCE

SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

The Director of Finance is an administrative position responsible for directing the financial activities of the City. Under general supervision, the Director of Finance plans, organizes, and coordinates all activities of the department and supervises all departmental personnel. The Director of Finance also acts as City Treasurer.

DUTIES:

- Establishes, maintains, and coordinates the accounting and financial systems of the City; directs the collection and investment of City funds; maintains and establishes debt obligations; prepares various reports and statements reflective of the City's financial status; directs fiscal planning; performs internal control and auditing functions; prepares all interim and final financial reports.
- Formulates and prepares preliminary and final budgets; prepares supporting budget documentation; monitors budget accounts to assure the availability of funds; consults with department heads on matters of budgetary management and control.
- Directs payroll operations; maintains an inventory control on payments of all salaries; knowledge of the practices, methods and laws relating to public personnel management directs the processing of payrolls, related fiscal activities, reports, and record keeping
- Directs utility billing functions, collections and related activities.
- Assigns, directs, and reviews the work of staff engaged in the maintenance of accounting and other financial records. Approves the disbursement of funds for materials, supplies, and equipment; directs sales tax administration; directs data processing activities; directs risk management activities; maintains special assessment records and performs searches.
- Prepares state/federal reports; Prepares, reconciles and submits the financial reports of grants.
- Oversees Computer and IT operations and personnel.

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to manage departmental operations and coordinate the work of all personnel; ability to delegate responsibility; ability to communicate effectively, both orally and in writing; ability to secure the confidence of departmental personnel and the public; ability to cooperate with a wide range of individuals; tact; ability to maintain confidentiality as needed; ability to deal with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Director of Finance is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in finance, accounting, or related field from an accredited college or university.
- Two years of experience in any of the following: governmental accounting, and finance, utilities budget management, cost accounting, governmental auditing, chief financial officer in a private sector company or not for profit entity with over \$15 million in revenues.
- Knowledge of the principles and procedures of municipal accounting and finance; knowledge of local and state legislation governing municipal finance activities; knowledge of the principles of public administration relative to municipal finance administration.
- Ability to devise and implement municipal finance systems and procedures.
- Experience with the operation and maintenance of computer hardware and

operating system software.

DESIRED QUALIFICATIONS:

- Possession of a Certified Public Accountant License or Certified Public Finance Officer (CPFO) designation.
- More than 2 years' experience supervising, training and hiring staff.
- Knowledge of Microsoft Word and Excel software.



The City of Saint Peter needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

◆ AFFIRMATIVE ACTION APPLICANT INFORMATION

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will not be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position Applying For: _____

Department: _____

Instructions: Check the choice that answers each of the following questions.

(1) What sex are you? Male Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- _____ American Indian/Alaskan Native
- _____ African American
- _____ Asian and Pacific Islander
- _____ Spanish or Mexican American
- _____ White
- _____ Other _____

(3) Do you have a disability? No Yes

(4) How did you learn about this job opening?

- _____ City Website
- _____ St. Peter Herald
- _____ Minority or Female Publication/Organization
- _____ School
- _____ City Employee
- _____ Minnesota Job Bank
- _____ Walk-In
- _____ Posting in City Hall
- _____ League of Minnesota Cities Website
- _____ Other (be specific): _____

◆ CLAIM FOR VETERAN'S PREFERENCE

The eligibility requirements for veteran's preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Providing the information in this section is voluntary. You must do so if you wish to obtain the preference.

Veteran Eligibility for Open Competitive Position (10 Points)

Must be a U.S. Citizen or resident alien who has separated under honorable conditions:

- (1) After serving on active duty for 181 consecutive days, or
- (2) By reason of disability incurred while serving on active duty.

Disabled Veteran Eligibility for Open Competitive Position (15 Points)

Must have a compensable service connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

Disabled Veteran Eligibility for Promotional Position (10 Points)

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

Eligibility as a Spouse of a Deceased or Disabled Veteran

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS/HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY.

City of Saint Peter Veteran's Preference Claim Form

For V.A. Use Only: Is the veteran named below rated as having a compensable service-related disability?

No Yes % of Disability _____ By _____ Date _____

Name of Veteran (last – first – middle)

Name of Applicant – if different than veteran (last – first – middle)

Address _____ City _____ State _____ Zip _____

Classification

To Be Completed by Veteran or Spouse of Deceased Veteran

- (1) Are you a U.S. Citizen or resident alien? No Yes
- (2) Were you honorably discharged from military service? No Yes
- (3) Were you separated from military service after serving active duty for at least 181 consecutive days? No Yes
- (4) Do you currently have a compensable service-related disability? No Yes
- (5) Are you currently receiving a monthly pension based exclusively on length of military service? No Yes
- (6) Branch of Service _____ Date of Discharge _____ Serial Number _____
Type of Separation _____ Date of Entry _____
For spouse of deceased veteran, date of death _____

If Spouse of Disabled Veteran, please answer the following:

If spouse is disabled, please explain why your spouse does not qualify for this position: _____

Claim Number (if disabled)

State Claim is Filed In

(X)

Signature of Veteran

Social Security Number

Date