

Tempe • Arizona

invites your interest in the position of

Municipal Budget Director



Recruitment Services Provided by
Ralph Andersen & Associates

The Community

Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The City still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe is a wonderful mix of history and modern urban amenities.

Located in the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 192,000 residents and a workforce of more than 170,000. Tempe is also home to Arizona State University, the nation's largest university, with a student population over 74,000. Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail and a streetcar system. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is home to the Tempe Town Lake – one of the most popular destinations in the state. Tempe is the spring training home to the Los Angeles Angels of Anaheim.

Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business. About 30,000 people work in downtown Tempe for companies such as Amazon, Norton LifeLock, JPMorgan Chase, and ADP. Major employers in the city include Arizona State University, Wells Fargo, Freedom Financial, and State Farm as well as an eclectic mix of small and locally owned businesses.





City of Tempe Values

Tempe creates outstanding value for those we serve through shared vision, superior service and sustainable practices.



People

We appreciate the talents of each person and encourage responsible decision making at the most appropriate level. We recognize the importance of personal and professional development.



Integrity

We are honest, accountable and trustworthy.



Respect

We welcome individual and professional differences and treat everyone with dignity, courtesy and sensitivity.



Creativity

We encourage imaginative problem solving, innovation, resourcefulness and responsible risk taking.



Quality

We provide superior services and are committed to continuous improvement. We are attentive to the changing needs of the people we serve.



Openness

We are accessible and work as a team by sharing information, ideas, resources and responsibility.



Diversity

We promote diversity in the workforce to meet the needs of a diverse community. We recognize that with diversity comes strength.

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Municipal Budget Office

The Municipal Budget Office is responsible for preparation of budget documents, long-range financial capacity study, revenue and expenditure forecasting, capital improvements program, benchmarking, budget monitoring, and fiscal impact analyses.

The Culture

Tempe prides itself for being a technology and business magnet, an inclusive, caring community and a hub for recreation and adventure.

Tempe residents enjoy unsurpassed quality of life, including numerous annual events that regularly draws more than 50,000 people. Residents also enjoy numerous recreational opportunities with over 50 parks offering miles of hiking trails and recreation space and over 215 miles of dedicated bike paths.

Residents appreciate Tempe's various cultural and art activities, including Broadway shows at ASU Gammage, spring training baseball and acclaimed performances at Tempe Center for the Arts, home to the Arizona Theatre Company. In addition, Tempe is home to a number of museums, such as The Arizona Heritage Center at Papago Park, Nelson Fine Art Center, and Tempe History Museum.



The Ideal Candidate

The ideal candidate for this position will have significant, high-level budgetary experience in a public sector organization combined with outstanding leadership and communication skills. The Director will be a rare individual who will have a big picture vision, and, at the same time, be able to establish credibility as a decisive, results-oriented, and data-driven professional committed to excellence, independence, transparency, and fiscal accountability. The ideal candidate will also be experienced in meeting critical deadlines and working collaboratively in a fast-paced and dynamic environment. This top candidate will have exceptional budgetary and analysis skills with the ability to probe, question, and investigate issues in order to develop/recommend/implement solutions in support of the City Council and City leadership in budget forecasting and analysis.

The top candidate will have had effectively developed, recommended, and administered sound budget management strategies for local government or other comparable public organizations (i.e. county, special district, state government, public retirement plans, etc.). Additionally, the Director will have strong analytical skills and be able to oversee and direct a small team and guide them on the importance of strong, effective, and sound budgetary skill combined with a focus on collaboration to support a robust and dynamic budget cycle.

In addition to a clear focus on transparency and accurate and timely budgeting and financial forecasting, the following personal attributes are of the greatest importance to the City Manager's Office in the selection of this top tier executive:

- ✦ Critical Thinking
- ✦ Trusted Advisor
- ✦ Strategist
- ✦ Communication
- ✦ Collaboration
- ✦ Presentation Skills

This top individual will have strong ethics, and place a high value on honesty, integrity, and teamwork, with a passion for incorporating best practices into the Municipal Budget Office.



Overview of Position and Responsibilities



This is an at-will position and reports to the Chief Deputy City Manager/Chief Financial Officer. The Municipal Budget Director is responsible for the administration, planning, overseeing, and coordination of the annual operating and capital budget process in line with the long-range financial forecasts and other city policies adopted relative to the financial stability of the City. The Director provides input to policy development, strategic planning, and performance measure management: plans, directs, and reviews the activities and operations of the Municipal Budget Office.

The Municipal Budget Director's responsibilities also include:

- Administer, plan, and direct the activities of the Municipal Budget Office.
- Prepare and oversee the five-year Capital Improvement Program Budget, and the property tax levy.
- Prepare the annual budget calendar, manage organizational deadlines, and ensure compliance with all statutory, charter, code and legal requirements related to budgetary matters and the annual budget process. Assist with a public outreach program related to the annual budget process.
- Perform advance/financial fiscal analysis for the City's long-range financial planning and five-year operating financial forecast models around City Council priorities.
- Research, develop, and prepare recommendations on complex financial and budgetary issues, assist in the development of financial and budgetary policies and procedures, prepare reports, correspondence, and other presentation material.
- Work with City departments on developing budgets, resolve financial and budgetary issues, develop financial forecast scenarios, and establish rate adjustments for programs such as utilities, health insurance and self-insured risk management activities.

Overview of Position and Responsibilities

continued

- Perform detailed capital improvement program analyses including administration of the City debt management plan, sizing the five-year capital improvement program projects around available funding sources, and making related recommendations to City departments, City management, and City Council.
- Prepare and provide public presentations as requested; represent the Municipal Budget Office at City Council meetings, meetings with other City departments, and meetings with the public and outside agencies.
- Develop and achieve performance measures directly related to City Council priorities; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications, assist in the implementation and utilization of technology to improve budgetary processes.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, oversee, and participate in the development of work plans; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the office's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Compile a variety of financial or statistical reports and other necessary correspondence.
- Provide pro-active performance planning utilizing performance management tools.

Qualifying Experience and Education

Education

- Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or public administration. Master's degree is preferred.

Experience

- Five (5) years of experience in budget, accounting, or other related areas of financial administration, including three (3) years of supervisory experience or functional oversight of significant functions within finance-related departments/divisions.

Compensation and Benefits

The annual salary range for this position is \$162,213 to \$216,554. The City will offer the successful candidate base salary within this range based on experience. The City may offer moving and relocation reimbursement up to \$15,000 for the selected candidate.

Additionally, the City of Tempe offers a benefit package including:

- Executive Benefit: \$850 a month (\$10,200 annually) of additional compensation or a deferred compensation contribution;
- Vacation: minimum of 14 paid days per year (increased based upon length of service) - potential credit for previous ASRS service time toward vacation accruals;
- Exempt Leave: 56 hours annually;
- Personal Day: 1 day per year;
- Sick Leave: 12 paid days per year;
- Holidays: 13 paid per year;
- Health, dental, life, and vision care coverage plans;
- Tuition Reimbursement: up to \$6,000 per year;
- Supplemental Family Leave: 30 days of paid medical leave for FMLA qualifying events from day 31 to 60 of absence; and
- Short-term Disability is offered.



To Be Considered

Apply immediately and prior to Monday, April 29, 2024, as this position may close at any time a highly qualified pool of candidates has been established.

Interested parties are asked to complete the following information for consideration:

- Compelling Cover Letter
- Comprehensive Resume (with employment dates)

Submit completed material and send to apply@ralphandersen.com.

The successful candidate must pass a criminal background check upon conditional job offer. Under Arizona Public Information statutes, information from submitted application or resume may be subject to public disclosure.

Direct confidential inquiries to Ms. Heather Renschler, Project Director, Ralph Andersen & Associates, at (916) 630-4900 or to schedule a discussion contact scheduling@ralphandersen.com with City of Tempe – Municipal Budget Director in the subject line.

Preliminary (video) screening interviews will be conducted by Ralph Andersen & Associates. Only a select few will be advanced to the City for further consideration. The City may also include a video screening process (Interview Panel) to determine the most highly qualified candidates to be further evaluated by an “Employee Forum” and other introductions. This in-person process will not only deal with assessing career experience but also with the overall match and “fit” with the organization. This process is anticipated to take place in early May. Candidates should be aware that designation as a “Finalist” may involve potential release of a candidate’s name and submitted materials. References will not be contacted until mutual interest has been established.

Ideally, the goal is for the selected candidate to begin work in late May/June 2024 (or a mutually agreed upon date). Most importantly, the City Manager’s Office will work closely with the Selected Candidate to determine a start date that works best.

Equal Employment Opportunity

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



www.tempe.gov