

THE CITY OF  
DELRAY BEACH,  
FLORIDA



*invites your interest in the position of*  
**FINANCE DIRECTOR**



# DELRAY BEACH – AN EXCEPTIONAL OPPORTUNITY



## THE COMMUNITY

Home to over 67,000 residents, Delray Beach comprises approximately 16½ square miles and is located on the Atlantic Coast of Palm Beach County about 50 miles north of Miami. The City is home to an additional estimated 13,000 seasonal residents.

Settlement of the area began around 1884, when African-Americans from the Panhandle of Florida purchased land and began farming. In 1894 William S. Linton bought a tract of land and began selling plots in what he hoped would become a farming community. Initially, this community was named after Linton. In 1896 Henry Flagler extended his Florida East Coast Railroad south from West Palm Beach to Miami, with a station at Linton. The Linton settlers began to achieve success, with truck farming of winter vegetables for the northern market. A hard freeze in 1898 was a setback, and many of the settlers left, including William Linton.

The settlement's name was changed in 1901 to Delray and in 1911, the area was chartered by the State of Florida as an incorporated town. In the same year, pineapple and tomato canning plants were built and pineapples became the primary crop of the area. Prior to 1909, the Delray settlement land was within Dade County. That year, Palm Beach County was carved out of the northern portion of the region and in 1915 Palm Beach County and Dade County contributed nearly equal portions of land to create what is now Broward County between the two, leaving Delray situated within the southeastern portion of Palm Beach County.

By 1920, Delray's population had reached 1,051 and the Florida land boom of the 1920s brought prosperity to Delray. Tourism and real estate speculation became important parts of the local economy. Delray was separated from the Atlantic Ocean beach by the Florida East Coast Canal (now part of the Intracoastal Waterway). In 1923 the area between the canal and the ocean was incorporated as Delray Beach and in 1927 Delray and Delray Beach merged into one town named Delray Beach.

Downtown Delray Beach has had a building boom since roughly 2003. Recent development reflects trends of New Urbanism downtown, and mansionization of waterfront property, sometimes creating pressures on Historic Districts and historic sites. New mixed-use development projects have recently been constructed,

and more are planned, in the areas immediately north and south of Atlantic Avenue. To accommodate the anticipated growth the city has also built two new municipal parking garages.

With three international airports within an hour's drive, two Interstate 95 highway exchanges, and nearby access to rail and ports, Delray Beach has resources in place to help existing businesses expand into international trade markets and compete on a global scale

**Learn more by visiting the official site of the City of Delray Beach, Florida**

**[www.mydelraybeach.com](http://www.mydelraybeach.com)**

## THE ORGANIZATION AND THE FINANCE DEPARTMENT

Delray Beach is a full-service city operating under a City Commission-City Manager form of government. Appointed by the City Commission, the City Manager is the chief administrative officer of the City, responsible for the administration of all City affairs and appoints all administrative officers. The guiding principles of the City are multi-year integrated planning and budgeting process, grow and diversify the revenue base, implement level of service and scheduled repairs and replacement of infrastructure, focus on and invest in high value assets/programs and align the organization and staffing to approved objectives and level of service.

The Fiscal year 2016-17 Annual Operating Budgets total \$184,300,000, supplemented with Capital Improvement Plan funds of \$24,200,000 to produce a total financial program of \$208,517,000. General Fund Revenues total approximately \$111,500,000.

Including the Finance Director, the Finance Department consists of 32 total employees; there are 21 in Administration, including Risk Management, Treasury, Pension Administration, Budget and Financial Reporting and 11 Utilities Customer Service employees. The Finance Department has an operating budget of \$3,110,000 for fiscal year 2017.

## THE POSITION

The Finance Director is appointed by and works under the administrative direction of the City Manager. He/She plans, directs, and coordinates the activities relating to accounting, investments, fiscal reporting, debt management, treasury functions including cash management, utility billing and budget.

### **The essential duties and responsibilities of the Finance Director include but are not limited to the following:**

- Develops and implements goals, objectives and policies for the department in compliance with the law using applicable standards.
- Plans, organizes, evaluates and directs departmental policies, programs, financial operations and management controls.
- Analyzes City fiscal policies; interprets data; formulates the recommendations for action by the City Manager and the City Commission.
- Serves as financial advisor to City Commission and City Manager.
- Advises city officials and staff in fiscal policies affecting tax rates, fee schedules and other sources of revenue to the operating budget.
- Manages the investment of city funds in accordance with applicable laws, standards and practices.
- Directs the preparation of the City's Long Range Financial Plan.
- Review and approve financial materials, such as: checks, pay requests, memorandums, payroll time sheets, etc.
- Review financial data, such as: bond documents, monthly financial reports, risk management reports, actuarial reports and funding requests.
- Attend and participate in administrative meetings including Commission, pension board, etc.
- Direct the Capital Improvement Program including analysis, review, preparation of reports, meetings, etc.
- Prepare special reports, analysis and management studies.
- Fosters positive employee relations and employee morale on a City-wide basis.

## THE IDEAL CANDIDATE

The successful candidate will have a Bachelor's Degree in Accounting, Business or Financial Management from an accredited college or university. He/She should have five (5) years' experience as a local government Finance Director or Assistant Finance Director and must be able to be bonded; CGFP, CPFO or certification as a Public Accountant preferred.

In evaluating applicants for the new Finance Director, the City Manager will be looking for candidates who have knowledge of implementation and understanding of current governmental enterprise resource planning (ERP) financial software solutions specifically Tyler Technologies New World. The new Finance Director will be expected to maintain expertise regarding governmental business, legal and accounting standards in addition to knowledge of up-to-date Federal, State, County and City regulations, policies and procedures. He/She will have an up-beat, enthusiastic, and driven outlook about this position with a strong service attitude to the City of Delray Beach.





## COMPENSATION AND BENEFITS

The salary range for the Finance Director position is \$108,971 to \$174,345 and depending on qualifications and experience, the starting salary for the position is expected to be in the range of **\$108,971 - \$141,648**

**Employee benefits are competitive, generous and include:**

- Medical and Life Insurance.
- Dental and vision plans.
- Retirement plan options.
- 457 and 401A plan options.
- Paid Holidays (11) plus one (1) Personal day.
- Generous Sick and Vacation Annual Leave.
- And More.

## HOW TO APPLY

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)

**Qualified candidates are encouraged to send a letter of interest and resume electronically by the close of business on August 25, 2017:**

**W. D. Higginbotham, Jr.**  
**Senior Vice President**  
**The Mercer Group, Inc.**  
**Daytona Beach Shores, FL**  
**Email - [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)**

*Resumes are subject to the provisions of Florida Public Records Statutes*

*The City of Delray Beach, is an Equal Opportunity Employer. The City of Delray Beach does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.*

