

THE CITY OF
HOLLYWOOD, FLORIDA



INVITES YOUR INTEREST IN THE POSITION OF

DIRECTOR OF FINANCIAL SERVICES



HOLLYWOOD, FLORIDA — AN OUTSTANDING OPPORTUNITY



THE COMMUNITY

Rich in history and poised for the future, the City of Hollywood is located within minutes of the second busiest cruise port in the world and adjacent to Fort Lauderdale Hollywood International Airport. It is strategically located between Fort Lauderdale and Miami insuring convenience and access while offering a corporate and residential lifestyle all its own. The City is home to approximately residents, has a total area of 31 square miles and is the twelfth largest city in Florida.

Joseph W. Young founded the city in 1925. Young had a vision of having lakes, golf courses, a luxury beach hotel, country clubs, and a main street, Hollywood Boulevard; Hollywood is a planned city. On Hollywood Boulevard is the Mediterranean-style Joseph Young Mansion, built around 1921, making it one of the oldest houses in Hollywood.

Hollywood is filled with parks, several golf courses, and sandy beaches that run for more than five miles. The famous Hollywood Beach is known for its great boardwalk that extends approximately 2.5 miles along the Atlantic Ocean. Countless restaurants and hotels line the boardwalk along with a theatre, children's playground, and many other attractions including bicycle rental shops, ice cream parlors, souvenir shops, and a farmer's market. Many of the restaurants offer outdoor seating for patrons to enjoy the seabreeze and scenery. The boardwalk is vibrant and lively and is a scenic place for walking and jogging; there are also bike lanes for bicyclists and rollerblades. In the evenings, many restaurants and the bandshell off Johnson Street showcase musicians and spontaneous dancing may occur on the boardwalk. Young Circle is another exciting area surrounded by dozens of shops, restaurants, and bars. Hollywood is made up of 32 public and charter schools with 13 private schools. The public schools are operated by the Broward County Public Schools.

Learn more about the City of Hollywood by visiting:

www.hollywoodfl.org

THE MUNICIPAL GOVERNMENT

The City Charter prescribes that Hollywood operate under the Commission/Manager form of government. Policy-making and legislative authority are vested in the City Commission,

which consists of a Mayor and six Commissioners. The Mayor is elected at-large, and the Commissioners are elected by district on a non-partisan basis to four-year concurrent terms.

The Commission is responsible for, among other things, passing ordinances, adopting the budget, approving labor contracts and expenditures, appointing committees, and hiring the City Manager and City Attorney. The City Manager is the final appointing authority for all other City employees and is responsible for exercising control over all Departments and Offices. The total Budget for Fiscal year 2020 is \$567,542,781 and there are 1,305 full-time City employees including Police, Fire, Public Works, and a regional Public Utility.

THE DIRECTOR OF FINANCIAL SERVICES ROLE

The Director of Financial Services reports directly to the Assistant City Manager for Finance and Administration, responsible for, but not limited to:

- Administering, directing, and coordinating all activities associated with accounting and financial statements preparation
- Procurement of goods, supplies, materials, services, and equipment, debt management
- Treasury management
- Local business tax and other billings
- Collection of all City revenues.

The Director of Financial Services must maintain a high degree of judgement, discretion, and initiative.

The budget for the Department and Fiscal year 2020 is approximately \$5,266,993 and there are 33 full-time employees in the Department. The Office of Procurement Services will be combined with the Financial Services Department in Fiscal year 2021. In Fiscal year 2020, this Office's budget is approximately \$1,446,490 and there are 8 full time employees.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Providing executive level and technical supervision to staff of the Department of Financial Services
- Participation in the formulation and execution of broad City financial and procurement policies.
- Plans, organizes, directs, and reviews all financial procedures and methods and activities related to treasury management, accounting, revenue billing and collection, issuance of local tax receipts, procurement and associated fiscal activities of the City.



- Analyzes City fiscal policies; interprets data; formulates the recommendations for action by the City Manager and the City Commission; approves and controls contracts and financial obligations.
- Plans, develops, proposes, implements, and evaluates financial policies and procedures.
- Administers the investment portfolio of all funds; collects, receives, and maintains custody of all funds; administers relationships with the City's banks and investment brokers.
- Supervises preparation of the Comprehensive Annual Financial Report, interim statements, and reports on City financial affairs to administrative officials, the City Commission, and the public
- Directs the preparation of revenue, expenditures, debt, cost, and other statements; audits and inspects accounts and records.
- Prescribes accounting forms and procedures; supervises continuous audit of units handling cash and maintaining accounting records.
- Administers the selection of municipal advisors, underwriters and other agents associated with municipal debt; coordinates the activities of the City with municipal advisors, underwriters and other agents of municipal debt; plans and executes programs of debt financing or refinancing; represents the City in bond sales and meetings with rating agencies.
- Administers the City's purchasing ordinance and ensures departmental compliance; supervises personnel and their activities in central purchasing.
- Develops, implements, and monitors complex purchasing guidelines, policies and procedures.
- Supervises all Division Directors in the Financial Services Department.
- Prepares standard operating procedures for department divisions, performs strategic planning for overall improvement of department services, evaluates service areas for deficiencies, formulates solutions, and develops action plans.

- Serves as a member of the City Manager's Executive Management Team, reviewing and/or providing input and recommendations for collective bargaining proposals.
- Administers the selection of auditors, including establishing audit selection committee, preparation of request for proposals, required legislation and contract execution.
- Administers the selection, implementation, and enhancement of all financial information systems of the City.

THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of professional accounting and public finance principles and practices.
- Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establish and maintain effective and professional relationships with work colleagues, supervisors, and managers.
- Maintains a high degree of judgement, discretion, and initiative.

EDUCATION/EXPERIENCE:

The successful candidate will have a minimum:

- Bachelor's Degree in Business, Public Administration, Accounting or Finance
- Ten (10) years of progressively responsible experience in finance, accounting, and procurement; or an equivalent combination of training and experience.
- Master's Degree preferred
- Preferred: Certified Public Accountant, CPFO, CPPO, and/or CGFO.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.





COMPENSATION AND BENEFITS

Depending on qualifications and experience, the expected starting salary for the successful candidate will be between \$120,411 to 165,000 annually, depending on qualifications.

Employee benefits are competitive and include:

- Medical coverage and dependent coverage.
- Dental plans.
- Vision plans.
- Life Insurance
- Retirement Plan with 7 years vesting.
- Annual Vacation Days (200 hours); on the 4/10 schedule it is 20 days (5 weeks).
- Paid Holidays (13).
- Sick Days (96 hours)
- Personal Days (40 hours).
- Cell phone Stipend
- Automotive Allowance
- And More.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact Dona Higginbotham, Senior Vice President, The Mercer Group, Inc. at, DHHiggin@att.net

Position will remain OPEN UNTIL FILLED

Interested and qualified candidates should send a letter of interest and resume to:

**Dona Higginbotham
Senior Vice President
The Mercer Group, Inc.
Email: DHHiggin@att.net**



Resumes are subject to the provisions of Florida Public Records Statutes

The City of Hollywood is an Equal Opportunity Employer. The City 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.

