



NEW ALBANY, OHIO

Position Profile: Director of Finance

THE COMMUNITY

New Albany is a product of the passion and ingenuity of individuals who believe it's not just where we live but how we live that defines our quality of life. Master planning is evident everywhere in this aspirational community, from wooded preserves and scenic vistas to timeless Georgian architecture and nearly 2,000 acres of green space, including a metro park. Attention to detail creates a vibrant, pedestrian-friendly community with an unparalleled commitment to education, wellness, culture, health and leisure that inspires families and businesses alike. New Albany's Village Center, the town core, is home to many of the community's events and includes government offices, residential homes, restaurants, coffeshouses, shops, the New Albany Plain Local School District campus, the library, the Jeanne B. McCoy Community Center for the Arts, and the Philip Heit Center for Healthy New Albany.

Home to the largest master planned office park in Ohio, New Albany, with a residential population of 9,879 and a daytime population of 20,000, was recently named America's best suburb by [Business Insider](#).

LOCATION

Consisting of more than 14.5 square miles in the northeastern quadrant of Franklin County in central Ohio, New Albany is just ten miles from the Port Columbus International Airport and fifteen miles from downtown Columbus, Ohio's capitol city and the 15th largest metro area in the United States. There are twenty-six colleges and universities in the central Ohio region, including The Ohio State University featuring the nation's largest campus, the Wexner Center for the Arts and the Wexner Medical Center.



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STYLE OF GOVERNMENT

The city operates under a Council-Manager form of government, combining the professional management of an appointed city manager with the leadership of elected officials. The city council performs the legislative functions and consists of seven members, one of whom is the mayor. Council is elected by residents to four-year terms. Council and mayoral elections are held in November of odd-numbered years and are non-partisan. Council members appoint the city manager and the clerk of council, who serve at their pleasure.

Council members have been granted certain powers by the Ohio Constitution, the laws of the State of Ohio and the New Albany Charter. Council exercises those powers by or through the adoption of ordinances and resolutions. Among other things, the Charter gives city council the authority to create and abolish departments, commissions, boards and committees; audit city accounts and records; conduct inquiries and investigations; levy taxes; enforce city laws and regulations; adopt a budget; appropriate funds; and adopt building and zoning regulations. In addition to the powers, rights and duties of a council member, the mayor presides over council meetings and Mayor's Court, and performs ceremonial duties.

The city manager appoints and removes the director of law and the director of finance, subject to the consent and approval of city council. All other department heads are appointed by and serve at the pleasure of the city manager.

INSPIRING HOMES & RESIDENTS

Superlative design is part of New Albany's DNA. Famous designers and architects, as well as central Ohio's own Jack Nicklaus, all played an integral part in creating New Albany's unique landscape, neighborhoods and golf courses. Their final product combines the peace of the country with modern life conveniences and connects each neighborhood with signature white horse fences, a 33-mile leisure trail system and nearly 2,000 acres of greenspace so that virtually every New Albany home is one quarter of a mile or less from a neighborhood park.

IT'S THE PEOPLE

While known for its Georgian architecture and iconic white horse fencing, what truly sets this community apart are the residents and business partners who genuinely care about New Albany and are always thinking of ways to make it better. In this entrepreneurial community, our leaders provide opportunities for these ambassadors to share ideas and become involved to make those visions a reality. It is these opportunities that generate passion, connection, and yes, even a love for one's community. It doesn't happen everywhere, but it is evident here in New Albany - and as a community, we are all the better for it.

BUSINESS...ELEVATED

Much of New Albany's economic sustainability can be attributed to the 4,000-acre New Albany International Business Park. Established in 1998, the park is now home to Fortune 500 companies like Abercrombie & Fitch, Tween Brands, Discover, AEP, Aetna, Commercial Vehicle Group, Nationwide, Motorists Insurance, and TJX.

The New Albany Business Park is one of the largest master planned business parks in Ohio and the only one with three direct highway interchanges. Private businesses have created nearly 14,000 jobs and invested more than \$2 billion in our business park since its inception (and more than \$1.2 billion since 2009 alone). The park itself is served by dual feed power and one of the most powerful fiber optic networks in the country, offering very competitive rates and access to more than 180 different service providers nationwide. Three direct highway interchanges support the business park.

EDUCATION & LIFELONG LEARNING

The 200-acre New Albany Plain Local School District learning campus makes it possible to synergize all school activities and grade levels in one place. School district staff benchmark against the nation's highest performing schools to foster a spirit of continual learning and innovation. The school district's



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goal is to become one of the leading school districts in the nation and to develop high achieving, ethical, self-directed and intellectually curious citizens of the world.

RESPONSIVE CITY SERVICES

New Albany combines a sophisticated approach to sustainable development with a friendly atmosphere where our 80 full-time city employees understand the importance of being personally engaged with the community.

Day to day city operations are the responsibility of the city manager, who oversees directors in Community Development, Finance, Police, and Public Service. With all departments working as a coordinated team, New Albany has earned its reputation for providing a high level of municipal services in an efficient manner. Departments effectively communicate to expedite projects, resolve conflicts, and enhance the community's quality of life.

Fire and recreation services are not provided by the city. The Plain Township Fire Department provides fire and emergency medical services to the community and the New Albany Joint Parks District offers sports and recreational programming for all age groups.

BY THE NUMBERS

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|------------------------------------------------|--------------|
| 2017 All Funds Revenue | \$66,000,000 |
| 2017 General Fund Budget | \$18,500,000 |
| 2016 Total Gross Income Tax Receipts | \$29,189,939 |
| Population (2015 US Census Estimate) | 9,879 |
| Number of Households | 3,334 |
| % of Residents 25 or Older w/ Bachelors Degree | 78% |
| Median Household Income | \$196,030 |
| Median Home Value | \$485,100 |
| Committed Jobs in New Albany Business Park | 14,000 |

** New Albany shares income tax revenues with three school districts, a township, a neighboring city and the New Albany Community Authority district.*

BOND RATING

New Albany's current bond rating is Aaa by Moody's and AAA by Standard & Poor's. These are the best ratings a city can attain.

THE POSITION & QUALIFICATIONS

The director of finance is the chief fiscal officer of the city. Created by the city's charter, this full-time, executive management position serves as a key member of the management team and reports directly to the city manager. This position also has considerable interface with all city departments and community leaders and oversees all aspects of the city's financial operations including: budgeting, accounting, financial reporting, procurement, payroll/benefits, investments, revenue sharing, grant and loan administration, and performance management.

Responsibilities of the director of finance include fiduciary, strategic financial policy formulation and implementation, financial analysis in the policy making process, purchasing, payroll, accounting, MIS, financial reporting, income tax administration, and revenue forecasting including forecasting of complex economic development agreements and communication of same to the city manager and the city's economic development partners.

The position is also responsible for designing, developing and installing budget control systems for the entire city organization, preparing/recommending long and short-range budget policies for submission to the city manager, serving on the management negotiating team, and communicating the city's fiscal activity to rating agencies, financial institutions, city council, the media and other public entities.

This position requires high-level technical, professional and managerial competency with a proven and verifiable track record of success. Bachelor's degree with major coursework in public administration, business administration, finance, accounting, or a related field with an emphasis on municipal finance from an accredited four-year college or university, is required. A master's degree with coursework in a similar field is preferred.



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Progressively responsible supervisory experience in finance or fiscal management in a public sector agency or in another equivalent organization that would confer a comparable skills base is required. Additionally, at least three years of progressively responsible experience in budgetary and financial analysis and administration of a complex annual budget with a multitude of funds.

IDEAL CANDIDATE

The director of finance is a creative problem solver with a proven commitment to excellent customer service. The director exhibits honesty, diplomacy, candor, and the highest ethical standards in a respectful manner as part of a team-oriented approach that builds internal and external trust. The director leads by example as a representative of the entire city organization and actively seeks out opportunities to develop relationships throughout the organization and the community.

Patience and skillfulness in explaining complicated concepts to all facets of the community are key qualities. Effective public presentation skills, both orally and in writing, are a must. The director recognizes and nurtures individual talents that enhance job satisfaction in a high performing department environment and possesses a keen ability to motivate staff while simultaneously exhibiting the strong leadership necessary to effectively challenge the department to achieve even greater levels of success. Additionally, the director of finance possesses the ability to:

- Prepare and present comprehensive financial reports which accurately describe the city's short and long-term financial position.

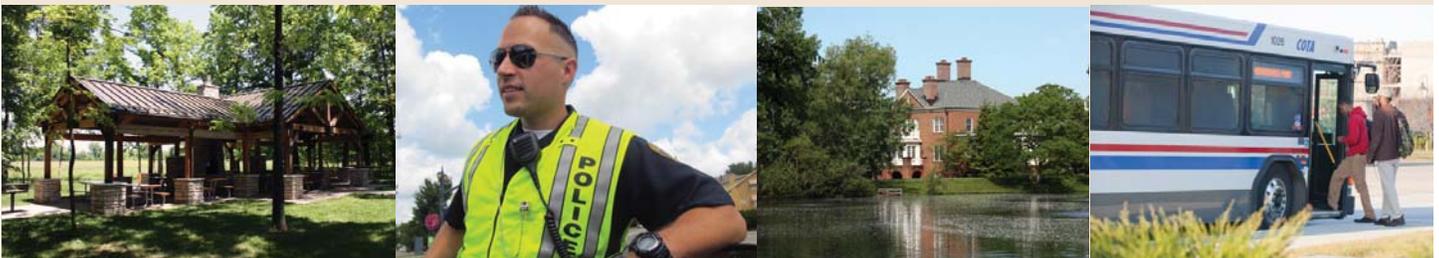
- Establish and develop positive working relationships with community stakeholders, City Council, the city manager, members of the management team, and all other staff, in order to support a high level of organizational performance.
- Accurately articulates, both orally and in writing, the city's financial position.
- Be accountable for the prudent investment of city funds.
- Analyze financial data and forecast economic outcomes.
- Provide alternative financial recommendations to the city manager and City Council and implement financial decisions.
- Think "outside the box" by bringing vision and creativity concerning methods for the city to improve its financial and administrative systems and processes.
- Be innovative and creative in proposing new revenue sources to deal with funding constraints in municipal government.
- Quickly learn, understand, and administer municipal economic develop incentive programs, monitor them and report their effectiveness.

RESIDENCY

Residency in New Albany is not required for the position.

APPLYING FOR THE POSITION

Applications will be accepted until the position is filled; e-mail cover letter, resume, and three (3) professional references to hr@newalbanyohio.org. Resumes are public records and subject to inspection. For optimum consideration, submit materials prior to the first review of resumes, which will occur March 6, 2017. Direct questions to Mandy Bonifield (614.855.3913 or hr@newalbanyohio.org). More community information is available at www.newalbanyohio.org.



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