



**City of Jefferson
Now Hiring**

**DIRECTOR OF FINANCE AND
INFORMATION TECHNOLOGY**

Our

HOMETOWN

Jefferson City is the State Capital of Missouri and is located in Cole County. The City is 37.58 square miles with a population of 43,226 (2020). According to the Jefferson City Chamber of Commerce the daytime population increases to approximately 70,000. We have two major hospitals along with a tremendous variety of shops, restaurants, and recreational activities. We have two public and one private high school within the city limits and four additional high schools within Cole County.

Jefferson City was chosen by Rand McNally as "America's Most Beautiful Small Town!"

Jefferson City was listed as the 2nd best place to live in the United States by Business Insider on June 11, 2020.

Learn more about our beautiful home town by visiting: <https://www.visitjeffersoncity.com/>



Our

ORGANIZATION

The Mission of the City of Jefferson is to provide effective leadership and stewardship, enhance the present and the future quality of life, promote the health, safety and welfare of the community, and efficiently deliver essential and desired services with resolute spirit and absolute integrity.

The city operates under a Council/City Administrator form of government. Our organization employs 437 full time staff and is made up of ten departments which include Administration/City Clerk, Finance, Fire, Human Resources, Information Technology Services, Law/Municipal Court, Parks & Recreation, Planning and Protective Services, Police and Public Works.

The Finance and IT Department includes 22 full-time employees who work diligently to support the staff and citizens of Jefferson City.

The City operates on a \$65,000,000 budget with the largest expenses being personnel services and the largest revenues coming from sales taxes.

Our

IDEAL CANDIDATE

Our ideal Director will strategically lead the department with a high degree of accountability, integrity and ethics, promote transparency to the public, and assist all departments with budget preparations, fiscal efficiencies and innovative solutions to benefit the City as a whole.

Our Director will be solution-oriented and customer focused in overseeing and supervising the Accounting, Purchasing and Information Technology System Divisions by proactively reviewing current procedures, policies and processes and making recommendations to help modernize equipment and efficiencies while serving as a positive influence for the department.

Our Director will have strong interpersonal and analytical skills in order to participate in complex accounting and financial analyses and problem resolutions, to direct the evaluation of City financial and information systems programs and services, and to effectively educate and make recommendations to the City Council, City Administrator and Department Directors.

Our Director will oversee projects with vendors and other governmental agencies, and work closely with all City departments in the attainment of City goals and objectives.

Our Director will attend semi-monthly council meetings, weekly leadership meetings and plan various budget meetings with staff, city council and the public.



Our

REQUIREMENTS

Requirements include an accredited Bachelors' degree in finance, accounting, public or business administration, computer science or related field and five years' experience in accounting, budgeting, finance administration or information technology. An accredited Masters' degree with a CPA certification preferred.

Ability to assign, supervise, and review the work of subordinate professional, technical, and clerical staff; ability to establish and maintain effective working relationships with government officials, employees, and the general public; and the ability to plan, organize, direct, and evaluate the sound fiscal systems, procedures, and programs of a municipal finance and I.T. department.

The ability to establish and maintain effective working relationships with co-workers, public officials, local, state and federal authorities, civic leaders, and the community is essential.



Your COMPENSATION

The annual salary range for this position is \$90,593 - \$135,890. This position includes an outstanding benefits plan with paid health, life and dental insurance, paid vacation, sick and holiday pay and a fully provided retirement plan.



How TO APPLY

For a more complete job description and to apply, visit www.jeffersoncitymo.gov and click on "Employment Opportunities." The deadline to apply for this position is **January 23, 2022**. After the deadline all received applications and resumes will be forwarded to the hiring committee for review.

If you have any questions, please do not hesitate to reach out to the Human Resources Director, Gail Strobe at 573-634-6310 or Gstrobe@jeffersoncitymo.gov