



[ CITY OF ]

OTTUMWA



DIRECTOR OF FINANCE



## Community Overview

The City of Ottumwa is located in Wapello County (SE region of the state). With a population of nearly 25,000, Ottumwa is a regional hub offering countless amenities our residents as well as neighboring communities. Ottumwa is located along the Des Moines River; 73 miles east of I-35 at Osceola on Highway 34 and 85 miles on Highway 163 from the Des Moines International Airport. Ottumwa is a Main Street community with a revitalized downtown district including a train depot for Amtrak and anchored by a Public Library, City Hall, and County Courthouse all part of the National Register of Historic Places.

Ottumwa, Iowa is a unique community where Economic opportunity is within driving distance; kids can attend great schools; you can own your own home; community involvement is valued; and friends are just next-door. The town combines both small town, Iowa values with growth and employment opportunity.

Ottumwa is growing. A number of sizable developments have spurred a great deal of additional commercial interest in Ottumwa. Locally owned businesses, as well as national corporations continue investing in our community through expansion and/or opening new facilities in Ottumwa. The expanding commercial districts and industrial base make Ottumwa a strong, viable and expanding community. Through progressive partnerships between City government, community partners, and private business and industry, we are looking forward to an era of growth.

- **Airport:** Ottumwa has a Regional Airport and is only 88 miles from the Des Moines international airport, a hub providing nonstop flights to 21 major airports in the US.
- **Arts and Culture:** The Bridge View Center includes a theater, conference center and exhibit hall which attracts an array of events for all ages.
- **Education:** The district's goal of "Be the Best" is a vision focused to engage, educate, and empower every student every day. The district serves approximately 4,600 students and is comprised of one preschool, six elementary schools, one

## The Position

City of Ottumwa, Iowa is seeking an experienced and dedicated professional to be the next Director of Finance. Ottumwa's next Director of Finance should have an approachable personality and exceptional interpersonal skills to enhance inter-departmental communication and collaboration regarding financing of operations and capital. The ideal candidate will demonstrate advanced finance and accounting skills and possess a demonstrated ability to provide professional analysis of the financial aspects related to policy, organizational health and operational issues, coupled with recommended options for the consideration of the City Administrator. The City Administrator identifies someone who will communicate directly and frankly, but always positively and respectfully to staff and the public as essential.

The successful candidate will have experience with fund accounting, financial management, budgeting, capital planning, and bonding; and be ethical, creative, selfless, responsive and community-oriented. The next Director of Finance shall be a skilled communicator and presenter of financial terms and practices with staff, the city council and the public. A patient, steady, and flexible candidate who will promote a culture of accountability and transparency at every level within the organization is strongly desired.

middle school, and one high school. Additionally, there are thirty-five colleges and universities within 100 miles of Ottumwa serving a wide variety of advanced educational needs. Indian Hills Community College is located in Ottumwa, which provides academic programs in multiple fields to students across the world.

- **Health Care:** In Ottumwa, there are six family and pediatric clinics. In addition, there is a Regional Health Center, Veterans Health clinic, and Community Health Center providing a variety of medical, dental, and behavioral health services.
- **Library:** The Ottumwa Public Library exists to enrich the quality of life of the community by providing informational, educational, cultural and recreational resources and experiences in a comfortable setting serving over 80,000 patrons.
- **Parks and Recreation:** Ottumwa offers a wide variety of opportunities including camping, fishing, bicycle and pedestrian trails, baseball and softball diamonds, children's playgrounds, disc golf, volleyball courts, picnic areas, tennis and basketball courts, performance stage areas, soccer fields, and more. Ottumwa has a growing network of paved trails based along the levee system on the Des Moines River and has three golf courses; one of which is a miniature fun course. The City maintains twenty- two parks, including a skate park and The "Beach" Indoor/Outdoor Waterpark.

## ***Governance and the Organization***

The City of Ottumwa is chartered as a Mayor-Council form of government with a Director of Finance. There are five (5) council members elected to four-year overlapping terms. The mayor also serves a four-year term. The Director of Finance serves as a liaison between the city Council and city staff. Council meets in regular session on the first and third Tuesdays of the month at 5:30 PM in the council chambers on the second floor of City Hall.

Ottumwa is a full government service community, including administration, cemetery, engineering, finance, fire, health and inspections, parks and recreation, planning and development, library, public works, transit, water and hydro and wastewater utilities. 178 full- time and 34 part-time and seasonal employees provide these services.

### Financial Stats:

- The city's tax rate for FY23 is \$21.22 per \$1,000 valuation
- General Fund operating budget of approximately \$16.4 million
- Anticipated coverage ratio of 24.1%
- FY21 \$32 million in GO, TIF and revenue debt service.
- The city has a 1A Moody Bond Rating.

## ***Culture of the Organization***

The senior level staff has a blend of senior members and individuals new to the team. We are developing into a cohesive unit ready to tackle issues and projects with professionalism and with the attitude that everyone has something positive to contribute. There is genuine care for each other and the community as well as a sense of fun while working together. The city council members are eager to learn, treat each other with respect; sharing differences of opinion in the spirit of arriving at the best possible outcome. The finance department currently houses four full-time positions in addition to the Director and one part-time position. The office space is shared with another department staffed by the City Clerk and a secretary.



## ***Position Announcement***

Ottumwa, Iowa, population 25,500 is seeking high-quality candidates with strong fiscal, energetic, and visionary financial skills to serve as their next Director of Finance. The city is a full-service community, which includes 178 full-time and 34 part time/seasonal employees. The annual operating budget including internal transfers is \$69 Million. Ottumwa is the county seat of Wapello County and serves as a trade center for southeast Iowa and northeast Missouri. To learn more about the City of Ottumwa and the position profile, visit website at [www.ottumwa.us](http://www.ottumwa.us)

The Director of Finance is responsible to the City Administrator for the administration of financial affairs to ensure effective and efficient service is consistent with the directives and goals of the City Council. The Director of Finance supervises the conduct of the finance department and is responsible for the administration of financial policies and procedures established by the City Administrator and the City Council. The Director supervises accounting practices, assists in preparing the budget, evaluates the financial health of the City and its various departments and supervises personnel in financial and accounting procedures. It will be important for the next Director of Finance to understand the city's role in supporting economic development initiatives including urban renewal and tax increment financing. The Director of Finance should possess a willingness to pursue innovative and creative strategies to address budget challenges, economic development projects and financial sustainability.

### **Qualifications**

Persons interested in this position shall possess a Bachelor's degree in accounting, finance, business or public administration (Master's preferred). Five years of professional experience in finance preferred with at least three of those years in a municipality most preferred. Certified Public Accountant highly desired. The individual must be able to be bonded.

### **Compensation & Benefits**

Annual salary of \$90,000 to \$120,000 – DOQ  
Great benefits including retirement plan  
Flexible work schedule

## ***Application and Process***

Applications will be accepted until the position is filled with the first review of applications occurring on April 25. Interviews will begin shortly thereafter. Ideally, the selected candidate will be available to begin on or before June 20.

Interested candidates should download, complete, and submit the standard city application along with a cover letter and resume by April 25, 2022.

City of Ottumwa  
c/o Director of HR  
105 E Third Street  
Ottumwa, IA 52501

(P) 641.683.0625  
Alternatively, email to [codjoeb@ottumwa.us](mailto:codjoeb@ottumwa.us)

***The City of Ottumwa is an equal opportunity employer.***