

DUBUQUE, IOWA

BUDGET MANAGER



GovHR USA
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EXECUTIVE RECRUITMENT



DUBUQUE, IOWA BUDGET MANAGER

GovHR USA, LLC is pleased to announce the recruitment and selection process for Budget Manager for the City of Dubuque, Iowa. Dubuque is seeking a professional experienced in municipal budgeting to join their dedicated leadership team. This brochure provides background information on the City of Dubuque, as well as the qualifications for the Budget Manager's position. Additional information about Dubuque can be found on the City's website: www.cityofdubuque.org.

Candidates interested in applying for the position should immediately submit their résumé and cover letter online, along with contact information for five (5) work-related references at www.GovHRUSA.com. The job is open until filled with a first review of applications on April 7, 2023. Questions regarding this opportunity should be directed to the Executive Recruiters working with the City of Dubuque:

GovHR USA
Maureen Barry, Senior Vice President
Direct: 847-380-3240, x116



THE CITY

Located along the Mississippi River bluffs at the junction where Illinois, Iowa and Wisconsin meet, the region known as the Tri-State Area takes great pride in its slogan "Masterpiece on the Mississippi". The city of Dubuque is the oldest city in Iowa and is the core of a metropolitan service area for seven surrounding counties.

Dubuque is home to a diverse population of approximately 60,000 residents. The City is a center of manufacturing in the state with an economy that grew rapidly and has since diversified to other areas early in the 21st century. The City has an impressive array of health care, education, tourism, publishing, and financial service options for residents and visitors. Known as the "Key City", the title reflects its geographic location in the Midwest and its recognition as one of the best places to live in Iowa.

Dubuque is a college town with five higher learning institutions (3 private liberal arts colleges, one community college and a Bible College), including the University of Dubuque. Other higher education options are available in other cities within Dubuque County.

Outdoor recreation highlights abound with 40 parks in the city of Dubuque, along with six large trails, two swimming pools and [Bunker Hill Golf Course](#). The Iowa Department of Natural Resources administers 3 park and preserve areas in the county, and 11 additional park and recreation areas are managed by the Dubuque County Conservation Board.

THE CITY (continued)

Dubuque offers plenty of attractions for kids of all ages. [Grand Harbor Resort & Waterpark](#), an indoor waterpark, is located on the banks of the Mississippi River. The resort is within walking distance to the popular [National Mississippi River Museum & Aquarium](#). Nearby boat rides can be taken on the [American Lady](#), offering happy hour and dinner cruises every day from May through October. [Sky Tours at Union Park](#) takes visitors on a two-hour journey among the treetops via zipline. [Crystal Lake Cave](#) features 3,000 feet of well-lit passageways with mineral formations more than two million years old. One of Iowa's most iconic attractions is located in neighboring Dyersville – the [Field of Dreams Movie Site](#) – "where reality mixes with fantasy and dreams can come true". Other great destinations include the [Dubuque Arboretum and Botanical Gardens](#), [Mines of Spain Recreation Area](#), and more.

Downtown Dubuque offers a host of restaurants, many that are locally owned. More information on things to do and see can be found at: <https://www.traveldubuque.com/>

DUBUQUE BY THE NUMBERS*

Land size: **31.22** square miles

Population (2020): **59,667**

Households (2020): **24,850**

Median Household Income (2017-2021, in 2020 dollars): **\$58,691**

Median Value of Owner-Occupied Housing Units (2017-2021): **\$155,700**

Bachelor's degree or higher, percent of persons age 25 years+, 2017-2021: **33.2%**

Households with a broadband internet connection: **86.5%**

Source: U.S. Census Bureau



THE ORGANIZATION

The City of Dubuque is a full-service, 'Aa3' Moody's rated council-manager local form of government, governed by a Mayor and six City Council members. A professional City Manager oversees nearly 30 department and division managers, who supervise more than 700 employees. The City's FY2024 operating [budget](#) is approximately \$172 million and the capital budget is approximately \$86 million. The City's strong credit ratings are a result of the City's steadily growing tax base, healthy reserves, and strong revenue trends. The City is known within the state for its progressive, forward leaning approach to management of the community's resources and the operations of the organization. Click [here](#) for a copy of the City's latest annual comprehensive financial report.



THE 2037 DUBUQUE VISION STATEMENT

Dubuque 2037 is a sustainable and resilient city, an inclusive and equitable community where ALL are welcome. Dubuque 2037 has preserved our Masterpiece on the Mississippi, has a strong, diverse economy and expanding connectivity. Our residents experience healthy living and active lifestyles; have choices of quality, affordable, livable neighborhoods; have an abundance of diverse, fun things to do; and are successfully and actively engaged in the community.



MISSION STATEMENT

Dubuque city government is progressive and financially sound with residents receiving value for their tax dollars and achieving goals through partnerships. Dubuque city government's mission is to deliver excellent municipal services that support urban living; contribute to an equitable, sustainable city; plan for the community's future; and facilitate access to critical human services.



CITY GOALS 2027

- **Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity
- **Vibrant Community:** Healthy and Safe
- **Livable Neighborhoods and Housing:** Great Place to Live
- **Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery
- **Sustainable Environment:** Preserving and Enhancing Natural Resources
- **Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable
- **Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**
- **Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility



2022 – 2024 TOP PRIORITIES (in alphabetical order):

- Air Service Future Strategy and Action Plan
- Chaplain Schmitt Island Master Plan Implementation
- City Workforce Retention and Attraction: Direction and Funding
- Climate Action Plan Implementation
- Comprehensive Fire Stations Locations: Study, Report, Direction, and Funding
- Street Program: Direction and Funding



THE BUDGET DEPARTMENT

The City of Dubuque's approach to its annual budget involves the preparation of three budget documents: the Policy Budget, the Capital Improvement Program (CIP) Budget, and the Resident's Guide.

The Policy Budget includes the City department detail, by defining goals and objectives for all City departments and activities, relates them to cost and resource requirements and attempts to establish measures for evaluating accomplishment. Specific improvement packages are developed and included in the Policy Budget for alternative funding and service levels.

The Capital Improvement Program (CIP) Budget is updated each year and represents the City of Dubuque's five year physical development efforts, which the City must meet if it is to maintain its physical facilities, meet its service commitments and provide for its future development. The CIP Budget reflects the City's comprehensive plan and the goals and priorities established by the City Council.

The Resident's Guide pulls the entire budget together through visuals, narratives and summaries.

See documents on the [City's website](#) for more information on the City and the [Budget Department](#).

THE POSITION IN BRIEF

Appointed by and reporting to the Chief Financial Officer, the Budget Manager (the "Manager") is responsible for the overall operational leadership of the City budgeting process and communication and coordination with departments, the Finance Manager, and Chief Financial Officer regarding the City's budget. Primary functions include budget development and management, forecasting, modeling, reporting and analysis. The Budget Manager works closely with the two (2) full-time Budget/Financial Accounting Analysts to ensure appropriate funding and allocations are followed throughout the fiscal year and performs other duties as assigned.



PRIMARY POSITION RESPONSIBILITIES

The essential job functions of the Manager include but are not limited to:

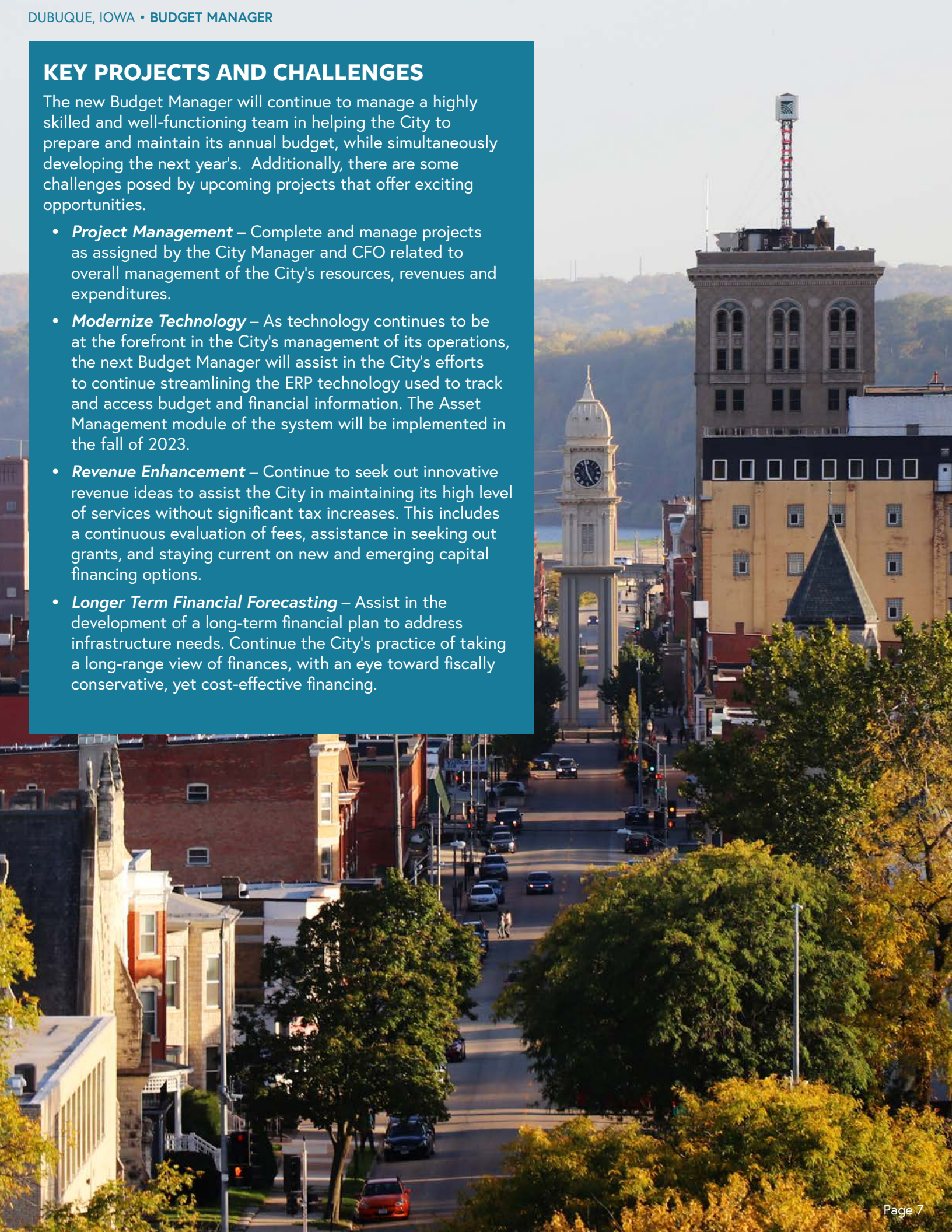
- Supervises budget personnel of the Finance Department and serves as a mentor to staff.
- Prepares the annual operating budget and five-year capital improvement program by preparing five-year budget projections and recommending resource allocations.
- Recommends modifications to the budget policy guidelines, budget process and budget instructions.
- Establishes budget preparation procedures and provides direction for departments, which includes continuous staff training on performing their general fiduciary responsibilities.
- Develops and analyzes performance measurement systems, performance-based budgeting, and financial forecasts.
- Analyzes all budget requests and meets with department managers to finalize budget allocations to prepare for the City Manager budget meetings.
- Oversees the preparation of recommended budget documents and completes all State budget forms.
- Monitors and controls the budget allocations and construction funds throughout the year and maintains a current estimate on uncommitted fund balances.
- Assists with bi-annual budget amendments, including gathering data, analyzing the results, and preparing a final recommendation for the City Manager.
- Develops and facilitates annual budget training for departments.
- Collaborates with the Chief Financial Officer to review employee performance and make decisions regarding hiring, promotions, and disciplinary actions.
- Respond to questions, service requests, and financial and open records requests.
- Participates in continuing education, Leadership Team meetings, and the city's intercultural competency training and program.

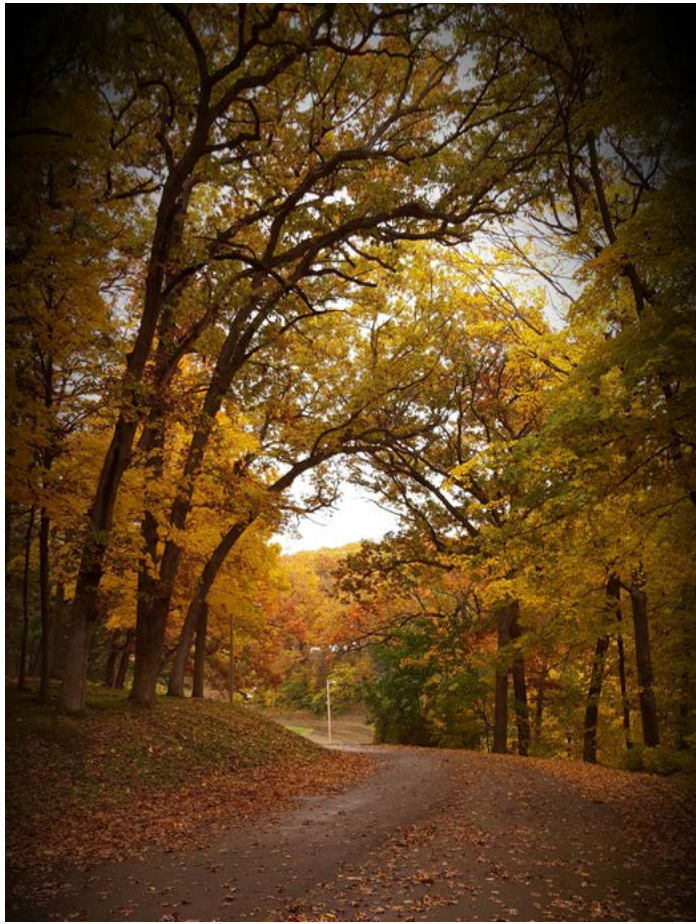


KEY PROJECTS AND CHALLENGES

The new Budget Manager will continue to manage a highly skilled and well-functioning team in helping the City to prepare and maintain its annual budget, while simultaneously developing the next year's. Additionally, there are some challenges posed by upcoming projects that offer exciting opportunities.

- **Project Management** – Complete and manage projects as assigned by the City Manager and CFO related to overall management of the City's resources, revenues and expenditures.
- **Modernize Technology** – As technology continues to be at the forefront in the City's management of its operations, the next Budget Manager will assist in the City's efforts to continue streamlining the ERP technology used to track and access budget and financial information. The Asset Management module of the system will be implemented in the fall of 2023.
- **Revenue Enhancement** – Continue to seek out innovative revenue ideas to assist the City in maintaining its high level of services without significant tax increases. This includes a continuous evaluation of fees, assistance in seeking out grants, and staying current on new and emerging capital financing options.
- **Longer Term Financial Forecasting** – Assist in the development of a long-term financial plan to address infrastructure needs. Continue the City's practice of taking a long-range view of finances, with an eye toward fiscally conservative, yet cost-effective financing.





POSITION REQUIREMENTS

- A minimum of five (5) years or more of experience in budgeting or financial management.
- A Bachelor's Degree in Business Administration, Public Administration, Accounting, Finance or related field, or an equivalent combination of experience and training.
- At least two (2) years of experience in managing staff is preferred.
- Master's Degree, CPA or CPFO designation is preferred.
- Residency within 30 miles of corporate limits is required as soon as practicable after appointment, but within two years.
- Preferred qualifications include direct involvement in preparing an annual operating budget and multi-year capital improvement program, complemented by full responsibility for overseeing and managing the organization's budget; and experience working with and supervising a diverse workforce.

THE IDEAL CANDIDATE

In addition to the requirements listed above, the City is seeking candidates with the following traits:

- **Economics, Finances and Accounting** - Knowledge of current practices and principles used in budget development, implementation, monitoring and administration, and governmental accounting procedures; automated systems for reporting and control functions; performance-based evaluation systems; and the analysis and reporting of financial data.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, organizational development concepts, techniques, and philosophies; safety requirements; resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mathematical Reasoning** - Knowledge of mathematical applications; and choosing the right type of math to solve a problem.
- **Customer Service Orientation** - Knowledge of principles and processes for providing customer service including looking for ways to help people, assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction.
- **Active Listening** - Listening to others, not interrupting, and asking good questions.
- **Monitoring and Idea Creation** - Keeping track of how well people and/or groups are doing to make or create ideas and improvements.
- **Critical Thinking, Judgment and Decision Making, Complex Problem Solving**



COMPENSATION AND BENEFITS

The expected salary range is \$97,323 - \$127,088, depending on qualifications and experience. This is a hybrid, exempt position with remote work capabilities of at least two days per week. This position is being posted as both full-time (40 hours/week) and part-time (average of 32 hours/week over twelve months) with the intent to only fill one position. The hours chosen will be based on the preferred candidate's preference.

A comprehensive benefits package includes participation in the Iowa Public Employees' Retirement System (IPERS), health insurance, life insurance, medical and dependent care flexible spending accounts, optional 457 plan participation, and paid leave time, as well as tuition reimbursement. Benefit eligibility (vacation, sick leave accrual, and other benefits) are based on a full-time (1.0 FTE) status. An average of 32 hours per week over twelve months would not qualify as full-time for most benefits.

HOW TO APPLY

Apply online immediately at www.govhrusa.com with a resume, cover letter and contact information for five professional references. Position is open until filled with first reading of applications on April 7, 2023. Questions may be directed to Maureen Barry, Senior Vice President, GovHR USA at 224-380-3240, x116.

The City of Dubuque is an Equal Opportunity Employer.

