



TOLEDO, OHIO

DIRECTOR OF FINANCE



Executive Recruitment





CITY OF TOLEDO, OHIO

Director of Finance

THE POSITION IN BRIEF

The Director of Finance is a key member of the Mayor's cabinet in a financially stable organization. The Director leads a Finance Department of more than fifty-three employees in five divisions. In concert with the Mayor's executive team and the City Council, the Director develops and manages an overall city budget of more than \$283 million.

THE COMMUNITY

Founded in 1837, Toledo (pop. 272,779) is the fourth largest city in Ohio and covers eighty-four square miles. Located along Lake Erie and bisected by the Maumee River, Toledo offers the amenities of a metropolitan area and is home to a regional population of 601,000. Centrally located within the Great Lakes region, Toledo is less than two hours from Detroit, Cleveland, and Columbus, and four hours from Chicago, Indianapolis, and Cincinnati.

Toledo is well-known for its industry, particularly in automobile assembly and glass (hence the nickname, "The Glass City" thanks to Owens Corning, Owens Illinois, and Libby Glass). Toledo is at the heart of the new manufacturing economy, which is entrepreneurial in spirit.

In 2020, Toledo was ranked first in the nation for economic development among mid-sized cities by Site Selection magazine. Toledo in 2021 was also cited by Site Selection for its commitment to environmental, social, and governance goals related to sustainability. Toledo was listed in 2021 among the best U.S. cities to live and retire in, according to a U.S. News and World Report.

Toledo boasts a nationally recognized zoo, a world class art museum, and excellent parks systems. The Toledo Zoo has been ranked first in the nation. The city offers an abundance of outdoor recreation and sports. The city is recognized as a Tree City USA and has recently expanded access to parks and natural areas, including the Glass City Metropark on the riverfront.

Toledo is home to the world-famous Toledo Mud Hens Triple A minor league baseball franchise, which plays in one of the top-ranked minor league stadiums in the country. The city also annually hosts the Marathon Classic Tournament, an LGPA Golf Tournament. In 2021, Toledo hosted the Solheim Cup, the world's largest women's professional golf tournament.

Exceptional educational opportunities are also available. Besides an extensive public school system and private education choices, secondary education opportunities are numerous. There are thirty-three schools of higher education within fifty miles of Toledo, accounting for one of the highest such concentrations in the United States. With an enrollment of 193,000 undergraduate and graduate students in regional universities and colleges, northwest Ohio offers a comprehensive selection of higher education programs including nationally recognized schools of engineering, pharmacy, education, business, law, and medicine.

Toledo is a vibrant and diverse community. Generations of the region's residents recognize the Toledo area's extraordinary mixture of opportunity, culture, affordability, accessibility, and beauty are dedicated to creating deep, lasting roots here. The cultural and social investments that were made in the past continue to welcome new generations today.

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CITY OF TOLEDO

Toledo Demographics & Amenities

Land area: **80 square miles**

Average age: **35.6 years old**

White **63%**, African American **27%**,

Hispanic or Latino **8%**, Asian **1%**,

Native American, **1%**

Median household income: **\$37,752**

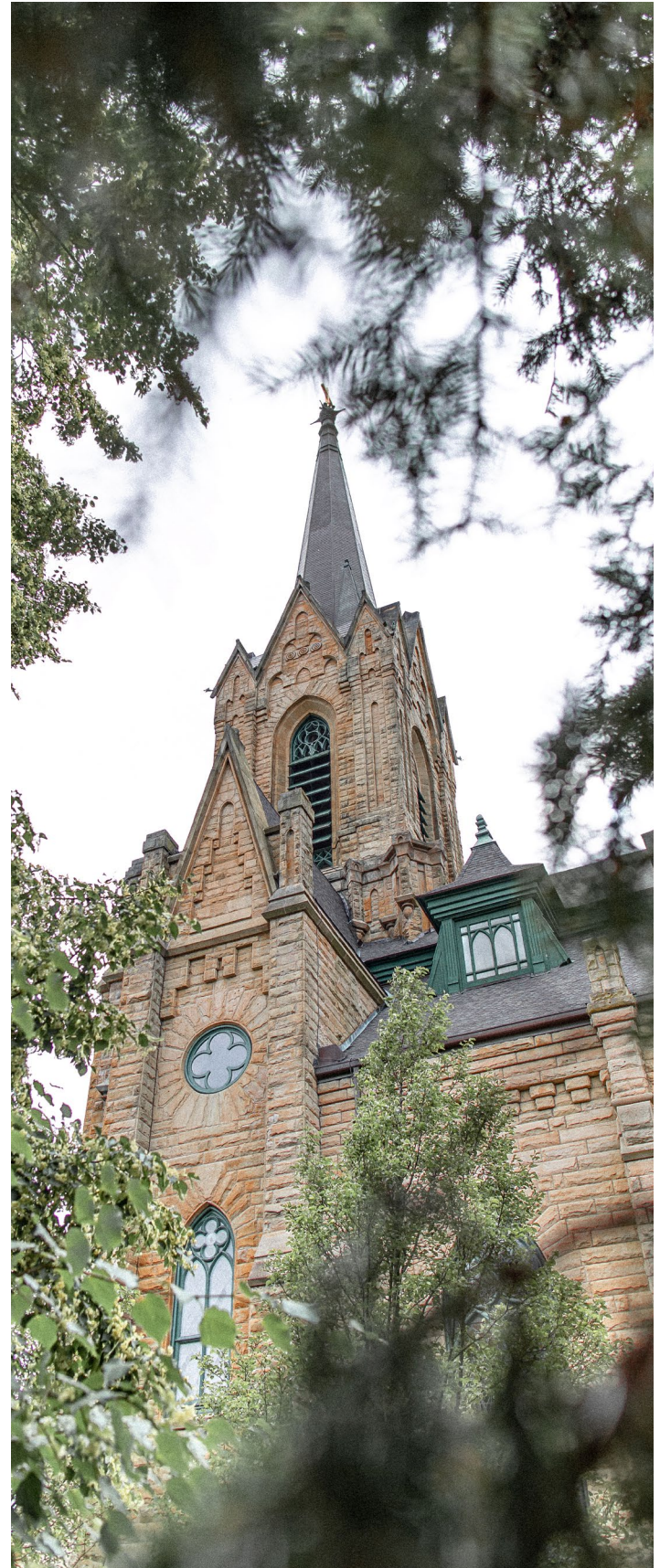
Median value of a Toledo home: **\$80,800**

35% of residents over age 25 years old have a bachelor's degree or higher.

Exceptional **public school education** is found in the community.

Quick access to **Interstates 75, 280, and 90**;

U.S. Highways 6, 20, 23, and 233 are major thoroughfares in the City.



CITY GOVERNMENT

The City of Toledo operates under a strong mayor form of government. The current mayor has served the city since 2018. Toledo City Council is the legislative branch of city government and operates in accordance with the provisions of the Charter of the City of Toledo, first adopted by the voters in 1914.

Legislative authority is vested in a twelve-member City Council. Six members of the Council are elected at-large and six from districts, all for four-year terms. The Council is authorized to enact ordinances and resolutions relating to city services, tax levies, appropriating, and borrowing money, licensing, and regulating businesses and trades and other municipal activities.

The city has more than 2,600 employees. FY 2022 budget revenues and expenditures exceed \$890 million.

Read more about the city [using this link](#).

THE DIRECTOR OF FINANCE POSITION

The Director acts as Chief Fiscal Officer of the City and operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council. Most duties involve working with department or division heads, the Mayor and the City Council. Actions taken are on broad policy, planning, and budget problems of the city operations as directed by the Mayor.

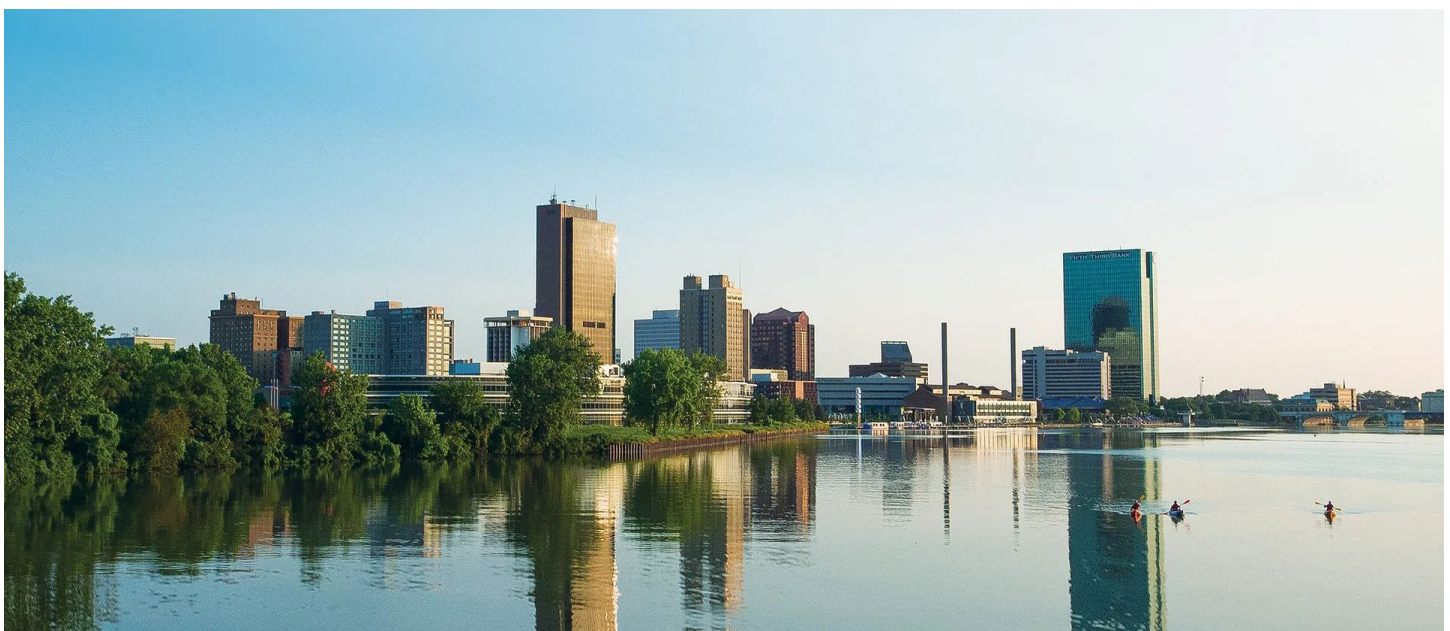
The Director leads the Finance Department and a variety of financial activities. The Director oversees a department of five divisions (budget, accounts, treasury, debt management, and taxation) and more than fifty-three employees, and performs complex work involving fiscal planning, internal audit and budgetary controls, purchasing, taxation, debt management and cost studies. In concert with the Mayor's executive team and the City Council, the Director develops and manages an overall city budget of more than \$283 million.

The essential duties and responsibilities of the position include:

- Planning and directing departmental policies, programs and operations related to the financial and budgetary activities of the city government.
- Directing the financial operations of the city by an established central accounting system within commonly accepted governmental accounting principles.
- Directing the preparation of financial reports, analyses, and audits.
- Directing the audit and approving disbursements for goods and services within budget appropriations.
- Directing the Treasury collection activity and custody of public funds.
- Overseeing the investment of City funds and the payment of bond obligations.
- Managing the City's purchasing functions
- Supervising the City's data processing functions.
- Serving as financial advisor to the Mayor.
- Working with and presenting information to City Council and in other forums.
- Providing technical and policy information and assistance to staff members, other City agencies, City boards/committees, and citizens.

The city's fiscal year begins January 1st. [The most recent budget can be found online.](#)

[The most recent Comprehensive Annual Financial Report can be found here.](#)



CHALLENGES AND OPPORTUNITIES



The Director can expect to collaborate closely with the Mayor, the Mayor's executive team, and the Department's senior staff on the following:

- The City of Toledo ("Toledo") will receive \$180.9 million from the federal government through the American Rescue Plan Act (ARPA). For Toledo, "ARPA is an opportunity to respond to many unmet needs of Toledo residents, including low and moderate income Toledoans and Toledoans of color who have been disproportionately impacted by the pandemic."
- According to the City's [recovery plan](#), "Toledo has the opportunity to award and expend its funds in ways that will best meet the needs of its residents and businesses, provided these uses fall under one of four categories outlined in the American Rescue Plan Act law." Those uses include municipal revenue loss, water, sewer and broadband infrastructure, premium pay and responding to the public health emergency and its economic impacts.
- Through collaborative efforts between the Mayor and the Toledo City Council, Toledo's recovery plan focuses on five investment areas to ensure that the needs of Toledo's constituents are met with the ARPA funding. Toledo Recovery Plan Investment Areas include:
 - Youth, Recreation, and Parks
 - Safe and Livable Neighborhoods
 - Job Creation and Economic Development
 - Green and Healthy Housing
 - Avoiding Cuts to City Services
- Accordingly, the next Director of Finance can expect to work closely with the Mayor's team and City Council over the next few years to assure the timely and equitable implementation of the recovery plan's goals by 2026.
- The Mayor and his executive team welcome the next Director taking a fresh look at processes, structures, and approaches to the Department's delivery of its services and reporting. In particular need of attention is an update to the city's procurement policies and processes. Also important is further enhancing the level of online transparency and accessibility, all with an eye toward assuring the public's understanding and fluency about how, why, and where the city spends taxpayer funds.
- Ohio communities have had, for more than 60 years, the ability to levy local income taxes on citizens based on where they worked. That has helped, in part, capture the impact commuters have on the place of businesses' host-communities. State legislation approved during the height of COVID reversed that formula, affecting millions of workers who were now telecommuting. The fiscal impact to cities like Toledo has yet to be calculated, and the permanency of the legislation is unknown. The local income tax accounts for 70% of the City's revenues, and the City has had to mitigate those losses. Some of those measures have resulted in transferring money set aside for capital projects to the general fund. The next Director can expect to work closely with the Mayor's executive team in crafting a multi-prong approach that will both stanch the losses and seek a more favorable legislative solution.
- The City has adopted strategic priorities that serve as a road map for the City's future, one that helps to establish goals, objectives, and strategies to make significant and measurable improvements. The strategic priorities focus on five areas, including: basic services, environment, quality investment, customer service, and workplace culture. Accordingly, the next Finance Director can expect to work with the City Administrator and other members of the management team to advance work on the plan's financial objectives and strategies.
- Like many older Midwestern cities, infrastructure and capital improvements are always the stock of attention, and in Toledo a robust list of projects need attention. The City's capital planning and a look at re-investment as a rebuilding strategy and catalyst for future growth are some key priorities for the City and the Department to help infuse into its approach to building a capital investment program. The next Director of Finance can anticipate being a key player in guiding the city to meet these goals, as well as providing future forecasting for how the city can keep on top of a large list of infrastructure and capital demands.
- The Department's staff includes a mix of employees, some with considerable experience, others are recent hires. Most employees in the department are unionized. In working with the City's other departments as an internal service provider, the Director of Finance can expect to lead and work closely with the finance team by developing, mentoring, and delegating to a talented staff that is eager to take on new challenges and responsibilities.



CANDIDATE QUALIFICATION CRITERIA

The City is seeking highly professional candidates who are passionate about their work. The following education, experience, management, and leadership criteria have been identified by the Mayor's executive team, the City Council, and City staff as important skills and abilities for the candidates to possess and demonstrate.

Desired Skills and Experience

- Bachelor's degree from an accredited college or university with a major in finance, accounting, business, or public administration, or a closely related field or an equivalent combination of training and/or experience. A Master's degree is highly desired and may substitute for two years of experience.
- Five or more years of increasingly responsible experience in fiscal management accounting, or a related field, preferably in the public sector including three years of administrative and supervisory responsibility.
- Working knowledge of financial management/ERP systems.
- Certified Public Finance Officer (CPFO) designation, Certified Public Accountant (CPA) and/or certified Government Financial Manager (CGFM) designation desired.
- Have a thorough knowledge of municipal accounting, budgeting, auditing, purchasing, debt management, and internal controls. Be detail-oriented, while possessing the ability to keep an eye on the City's bigger picture and strategic initiatives.
- Knowledge of generally accepted accounting principles and GASB fluency.
- Have a commitment to keeping abreast of changes and emerging issues with respect to municipal finance.
- Be knowledgeable in alternatives for capital improvement financing; have an understanding about the issuance of debt instruments for capital improvements and economic/community development.
- Possess a strong ability to evaluate revenue sources with a goal of increasing and diversifying revenue income; be knowledgeable on emerging trends in alternative revenue sources.
- Have knowledge of financial application software as it affects the Finance Department and related City Departments including ERP and HRIS systems.
- Provide comprehensive and understandable financial information to the Mayor and City Council, and other stakeholders ensuring that the absolute best, complete, and accurate information is made available to all on a timely basis.

Management Style/Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a clear and concise communicator, including the ability to actively listen.
- Be a collaborative and decisive leader, one who can distill information and ideas from a variety of sources and make timely decisions.
- Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community, and departmental service.
- Be creative in solving problems, encouraging, and empowering employees to find new and better ways to get work done, while also applying, maintaining, and respecting the regulatory framework that guides the delivery of municipal services.
- Be a positive and flexible team builder who is committed to the well-being of the staff, one who both defends his/her staff when appropriate and holds them accountable.
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others. Have a sense of humor when appropriate to the circumstances.
- Be proactive and willing to keep the City Administrator and Common Council apprised of the state of the City's finances, major activities and/or operations of the Department in a consistent and timely manner, passing on both good news and unwelcome news in a tactful, self-confident, and professional manner.

COMPENSATION AND BENEFITS

\$136,365 to \$147,668+/- DOQ, plus exceptional benefits. The current salary is under review to assure market-competitiveness. The City of Toledo offers a competitive benefits package including generous paid leave, an excellent health care plan with access to a broad network of health, vision and dental services, life insurance, and pension through the state of Ohio.

HOW TO APPLY

Candidates should apply by July 6, 2022 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President, GovHR USA, or Byron Marshall, Co-Managing Director, Institute for Excellence in Public Service (i4x). The City of Toledo is an Equal Opportunity Employer.



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www.GovHRUSA.com