



Finance Director City of Moline, Illinois

The City of Moline, Illinois seeks a Finance Director to act as its chief financial officer and the City Treasurer. This profile provides background information on the community, organization and Finance Department. Knowledge, skills and abilities required for the position are also outlined in the document. Candidates interested in applying for the position should submit their online application, resume and cover letter, along with five work-related references, on the City's website at www.moline.il.us. The posting will remain open until filled, with the first review of resumes occurring on August 5, 2019.

ANNOUNCEMENT

The City of Moline (pop. 43,483) is located between the banks of the Mississippi and Rock Rivers in western Illinois and borders the State of Iowa. Moline is located 165 miles west of Chicago. As one of the Quad Cities, Moline is a historic community with a vibrant downtown in a metropolitan area of more than 380,000 people.

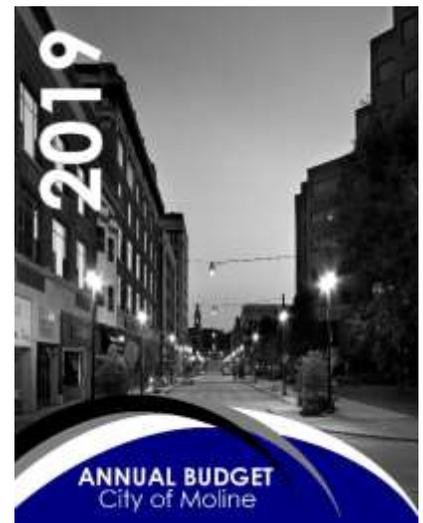
The City of Moline, a full service community of more than 16 square miles, is seeking experienced finance professionals as candidates to lead the Finance Department. The position of Finance Director became available after the retirement of a 35-year employee. The Finance Department is comprised of the Director, Finance Manager, who has served in his role for 15 years, Administrative Assistant, Accountant, 2 Accounts Payable Technicians and 4 Accounts Receivable Technicians. The Department boasts a professional staff who have a combined total of 82 years of experience. The Accountant and Technicians are represented by the American Federation of State, County and Municipal Employees (AFSCME).

The City of Moline has been awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for its Comprehensive Annual Financial Report (CAFR) for last 26 consecutive years.

A candidate for the position of Finance Director:

- Must have a strong background in municipal accounting and budgeting, cash management, fiscal planning, and all areas of fiscal management, control, and administration.
- Be an exceptional communicator, able to thoughtfully represent the interests of the Department and City.
- Have a history of success in working in a collective bargaining environment.
- Must possess a Master's degree or equivalent from an accredited college or university in business administration or finance and five years of progressively responsible supervisory experience in municipal finance; or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Candidates must possess well-developed communication and public presentation skills, as well as the utmost integrity, and be committed to the long range success of the City. The Finance Director is appointed by the City Administrator with the advice and consent of the Mayor and City Council. The salary range for the position is \$104,134 to \$145,788 DOQ with an excellent benefit package. Terms of employment are negotiable. Submit online application, resume, cover letter and 5 professional references on the City's website at www.moline.il.us. Questions may be directed to Alison Fleming, Human Resources Manager, at afleming@moline.il.us or 309-524-2068.



COMMUNITY HISTORY AND BACKGROUND

The City of Moline is located in the heart of the Midwest within 300 miles of six major metropolitan areas, nestled between the banks of the Mississippi River and Rock River. Moline is the ninth most populated city in Illinois outside of the Chicago Metropolitan Area.

One of the Quad Cities, along with the cities of East Moline and Rock Island in Illinois, and Davenport and Bettendorf in Iowa, together they make up a metropolitan area with more than 380,000 people. Incorporated in 1872, Moline's founding fathers were primarily industrialists from New England whose endeavors attracted many Swedish, Belgian, and German immigrants to the area. Moline continued to see population increases well after World War II with additional waves of immigrants from France, Eastern Europe, and Mexico.



The diverse heritage still found within Moline offers a broad range of cultural experiences within the community. As Moline continues to grow, there is a high level of collaboration among local businesses and local agencies to continue to bring planned development and businesses to Moline.

Moline's Downtown Commercial Historic District retains a feeling of a historic downtown. The overall condition of the district's commercial buildings is good, with many continuing to display a high level of architectural integrity. One of the stimulators for the renaissance of the downtown came in the late 1980s. A group of dedicated business and civic leaders formed a coalition to "renew" Moline.



The task of this public/private partnership was to create jobs, expand Moline's tax base, and return the vibrancy to Moline's downtown. The outcome of this effort was the creation of Renew Moline, Inc. This group of dedicated businesses and individuals is committed to working in partnership with the City of Moline to implement the "Moline Centre Plan." Since 1989, this partnership has facilitated over \$400 million of public and private investments that significantly eliminated blight and substantially revitalized Moline Centre, fast becoming a national model as a place to live, work, and play.

The corporate headquarters of Deere & Company, the operational headquarters of KONE in the United States, the Quad Cities International Airport, the Tax Slayer Center, Black Hawk College, Western Illinois University-Quad Cities, and SouthPark Mall are all currently located in Moline.

Moline's latest big development – The Q – is a multi-modal station which will bring Amtrak service to Moline. The service will connect Moline to Chicago with various stops along the way. Passenger rail service has not been available in the area since 1979.

Moline is also working together with Bettendorf, Iowa, and the Illinois and Iowa Departments of Transportation on the construction of a new I-74 bridge with four lanes in each direction. The new I-74 bridge will also bear an observation deck overlooking the Mississippi River that will allow for pedestrian travel across the bridge, an addition not currently available on the existing bridge.



There are 18,573 households in Moline. A wide variety of housing sizes, styles and price ranges are available throughout the community from older structures to new construction home sites, especially as the City looks to encourage residential building on the south end of the community. The median household income is \$51,629 with a median home value of \$112,900 based on 2015 U.S. Census data.

The City encompasses more than 16 square miles, which includes more than two dozen parks and preserves. Specifically, the Moline Parks and Recreation Department operates 28 parks comprised of more than 700 acres. This includes the Riverside Aquatics Center, the regionally renowned Green Valley Sports Complex, Ben Butterworth Memorial Parkway, Sylvan Island Nature Area, two municipal cemeteries, over 17 miles of trails, and neighborhood parks offering active and passive-use facilities, including activity fields, ball diamonds, pavilions, and many other recreational venues.

Community residents have a choice of both public and private elementary and high schools. Moline School District #40 serves the communities of Moline and Coal Valley with ten elementary schools, two middle schools, and two high schools. There are also three private elementary/secondary schools in Moline.

Black Hawk College is located in Moline and offers more than 140 career, certificate, and transfer programs. It serves 12,500 full time students and also offers a wide range of special purpose and community service (outreach) programs. Western Illinois University-Quad Cities has a riverfront campus located in Moline and currently serves 1,500 students.

Augustana College is a private liberal arts college located in neighboring Rock Island. It offers many benefits to the community within its 115-acre campus. Augustana, with a student population of more than 2,500 students, offers 90 majors and areas of study.

Award-winning healthcare is easily found throughout the greater Quad Cities area. Residents have access to major medical systems including the UnityPoint Health - Trinity Regional Health System and Genesis Medical Center. UnityPoint Health - Trinity, which operates four full-service hospitals in the area, has a total of 584 licensed inpatient beds. Genesis Medical Center, located in Davenport and other locations throughout the metropolitan area, also provides comprehensive medical services.

Moline, and the greater Quad Cities area, provides many opportunities to enjoy world-class art, culture and sporting events. As promoted by the Quad Cities Visitors and Convention Center, visitor and residents alike enjoy a variety of activities featuring the Mississippi River, riverboat cruises, live music, festivals, historic sites, casinos, outdoor recreation, biking trails, arts, culture, golf, wineries, microbreweries, and shopping.

A sampling of events and venues include river cruises aboard the Celebration Belle, an 800-passenger luxury riverboat and there are three casinos located in neighboring Quad Cities municipalities.

Deere & Company offers a variety of tours and attractions, including activities at its historic sites, the John Deere Pavilion, factory tours, the John Deere World Headquarters and the John Deere Tractor & Engine Museum. The Center for Belgian Culture of Western Illinois offers a collection of documents and archival material for genealogical/historical research.



The Rock Island Arsenal, 946 acres located on Arsenal Island in the Mississippi River between Davenport and Rock Island, is the home of First Army headquarters. The Arsenal has manufactured military equipment since the 1880s. The island was originally established as a government site in 1816, and is a designated national historic site with a museum.

History of the area from mid-1800s to early 1900s can be found at the Rock Island Historical Society House-Museum Complex – the Atkinson-Peek house, Carriage House, and Clothes Loft museums. The Tax Slayer Center, located in downtown Moline, offers premier concerts, sporting events, family shows, and conference facilities. (Sources: City of Moline demographic profile and City website; Renew Moline; Visit Quad Cities.)

Today, Moline’s revitalized central city is a lively residential, retail, office (John Deere & Co. is a significant presence) and civic center area, featuring numerous restaurant and entertainment destinations that draw from the Quad Cities region. Additional economic growth over the next several years is anticipated with the construction of the new I-74 bridge.

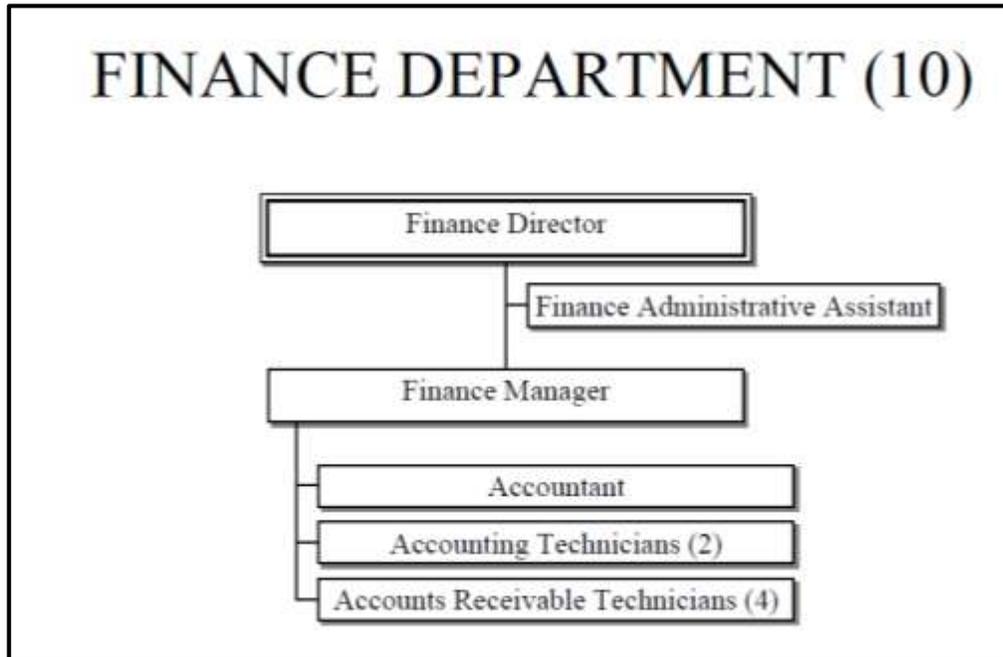
FINANCE DEPARTMENT

The Finance Department is comprised of the Director, Finance Manager, who has served in his role for 15 years, Administrative Assistant, Accountant, 2 Accounting (Accounts Payable) Technicians and 4 Accounts Receivable Technicians. The Department boasts a professional staff who have a combined total of 82 years of experience. The Accountant and Technicians are represented by the American Federation of State, County and Municipal Employees (AFSCME).

The Finance Department maintains the financial systems, records and functions of the City of Moline, in accordance with applicable laws and procedures. It consists of the Accounting Division and Customer Service (Accounts Receivable) Division. The Department’s goal is to ensure accurate and efficient service to residents, city departments, and local, state, and federal agencies. The Finance Director will work cooperatively with all City Departments and the City Council, as well as the Police and Fire Pension Boards.



The following chart depicts the organization of the Finance Department:



CITY GOVERNMENT IN MOLINE

The City Council is Moline's legislative body and is comprised of the Mayor, one member from each of the City's seven wards, and one that represents the City on an at-large basis. The Mayor is elected separately for a four-year term of office. The policies of the City are set by the City Council and the Mayor. The Mayor only votes in the case of a tie or when she wishes to exercise her veto power.

The City Administrator is the chief administrative officer and has the responsibility of administering the day-to-day operations of the City and executing the policy decisions of the City Council. The City Administrator appoints the Finance Director, as well as all directors of departments, with the advice and consent of the City Council, except the parks and recreation and library directors who are appointed by their respective boards. The Finance Director reports directly to the City Administrator.

Moline is a full-service City including Police, Fire/EMS, Public Works, Community Development, Parks and Recreation, Library and administrative support services. The City has 385 full-time and 30 part-time employees, four unions, a combined \$138 million budget, including a \$43 million general fund, and is rated A1 by Moody's. Since the mid-1970's, Moline has functioned under a Mayor-Council-City Administrator form of government. Reporting directly to the City Administrator are the following departments: Community Development, Executive, Finance, Fire, Human Resources, Police and Public Works.



JOB DESCRIPTION

Characteristics of the Job

Directs, administers, and coordinates the activities of the Finance Department in support of policies, goals, and objectives established by the City Administrator by performing the following duties personally or through subordinate employees.

Examples of Duties Other duties may be assigned.

Direct the preparation of short term and long range plans and budgets based on broad administrative goals and growth objectives.

Maintain a sound plan of departmental organization establishing policies to ensure adequate management development and to provide for capable management succession.

Develop and install procedures and controls to promote communication and adequate information flow.

Establish operating policies consistent with the City Administrator's broad policies and objectives and ensure their execution.

Evaluate the results of overall operations regularly and systematically and report these results to the City Administrator.

Ensure that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Serve as member of management committees.

Provide timely, accurate responses to requests for services and information.

Hire, transfer, suspend, lay off, recall, promote, discharge, direct, evaluate, reward and discipline employees; adjust employee grievances; or recommend any of these actions.

Prepare legal and highly confidential information, including information related to collective bargaining and economic development proposals.

Develop budget estimates based on anticipated needs; and administer assigned budgets.

Explain, apply and enforce city and department codes, policies and labor contract provisions.

MOLINE AT A GLANCE

Population: 43,843

Households: 18,573

Net Equalized Assessed
Valuation as of August 2018:
\$765 million

General Fund Balance as a % of
Revenues as of May 1, 2019:
84 days

Total FY 2019 Combined
Budgets: \$138 million

Total FY 2019 Finance
Department Budget:
\$1.34 million

Land Area: 16 square miles

Median Home Value: \$112,900

Median Household Income:
\$51,629

Moline Workforce: 385 full-time
and 30 part-time employees;
4 unions

Training and Experience

Master's degree or equivalent from an accredited college or university in business administration or finance and five years of progressively responsible supervisory experience in municipal finance; or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Comprehensive knowledge of acceptable practices and standards in accounting, auditing, budgeting, investment management and debt financing; thorough knowledge of the laws and regulations that impact the work performed and supervised.

Exceptional skill in public, employee and labor relations, and in maintaining effective working relationships, skill in developing innovative solutions, making persuasive business presentations, supervising employees and administering labor agreements.

Ability to maintain absolute confidentiality of information and situations encountered in the course of employment; read, analyze and interpret complex documents; respond effectively to sensitive inquiries or complaints; write clear and concise specialized reports and business correspondence; effectively present information and respond to questions on complex and controversial topics to a variety of audiences; define problems, collect data, establish facts and draw valid conclusions; interpret an extensive variety of financial, legal and technical materials; deal with several abstract and concrete variables in an assortment of formats.

Licenses and Certifications

Valid Illinois driver's license or equivalent

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, frequently is required to sit, occasionally required to stand, walk, and reach with hands and arms, lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

