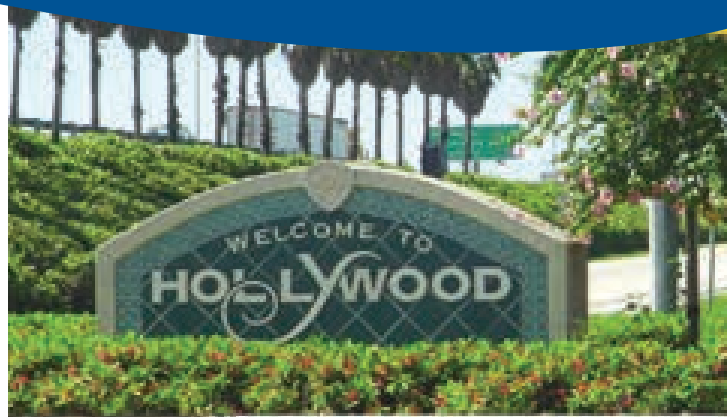


THE CITY OF
HOLLYWOOD, FLORIDA



INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF FINANCIAL SERVICES



HOLLYWOOD — AN OUTSTANDING OPPORTUNITY



THE COMMUNITY

Rich in history and poised for the future, the City of Hollywood is located within minutes of the second busiest cruise port in the world and adjacent to Fort Lauderdale Hollywood International Airport. It is strategically located between Fort Lauderdale and Miami insuring convenience and access while offering a corporate and residential lifestyle all its own. The City is home to approximately 150,000 residents, has a total area of 31 square miles and is the twelfth largest city in Florida.

Joseph W. Young founded the city in 1925. Young had a vision of having lakes, golf courses, a luxury beach hotel, country clubs, and a main street, Hollywood Boulevard; Hollywood is a planned city. On Hollywood Boulevard is the Mediterranean-style Joseph Young Mansion, built around 1921, making it one of the oldest houses in Hollywood.

Hollywood is filled with parks, several golf courses, and sandy beaches that run for more than five miles. The famous Hollywood Beach is known for its great boardwalk that extends approximately 2.5 miles along the Atlantic Ocean. Countless restaurants and hotels line the boardwalk along with a theatre, children's playground, and many other attractions including bicycle rental shops, ice cream parlors, souvenir shops. Many of the restaurants offer outdoor seating for patrons to enjoy the seabreeze and scenery. The boardwalk is vibrant and lively and is a scenic place for walking and jogging; there are also bike lanes for bicyclists and rollerblades. In the evenings, many restaurants and the bandshell off Johnson Street showcase musicians and spontaneous dancing may occur on the boardwalk. Young Circle is another exciting area surrounded by dozens of shops, restaurants, and bars.

Hollywood is made up of 32 public and charter schools with 13 private schools. The public schools are operated by the Broward County Public Schools.

Learn more about the City of Hollywood by visiting:

www.hollywoodfl.org

THE MUNICIPAL GOVERNMENT

The City Charter prescribes that Hollywood operate under the Commission/Manager form of government. Policy-making and legislative authority are vested in the City Commission,

which consists of a Mayor and six Commissioners. The Mayor is elected at-large, and the Commissioners are elected by district on a non-partisan basis to four-year concurrent terms.

The Commission is responsible for, among other things, passing ordinances, adopting the budget, approving labor contracts and expenditures, appointing committees, and hiring the City Manager and City Attorney. The City Manager is the final appointing authority for all other City employees and is responsible for exercising control over all Departments and Offices. The total Budget for Fiscal year 2022 is \$755,024,024 and there are 1,330 full-time City employees including Police, Fire, Public Works, and a regional Public Utility.

THE DIRECTOR OF FINANCIAL SERVICES ROLE

The Director of Financial Services reports directly to the Assistant City Manager for Finance and Administration, responsible for, but not limited to:

- Administering, directing, and coordinating all activities associated with accounting and financial statements preparation
- Procurement of goods, supplies, materials, services, equipment and debt management
- Treasury management
- Local business tax and other billings
- Collection of all City revenues.

The Director of Financial Services must maintain a high degree of judgement, discretion, and initiative.

The budget for the Department and Fiscal year 2022 is approximately \$6,676,545 and there are 39 full-time employees in the Department.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provides executive level and technical supervision to staff of the Department of Financial Services.
- Participates in the formulation and execution of broad City financial and procurement policies.
- Plans, organizes, directs, and reviews all financial procedures and methods and activities related to treasury management, accounting, revenue billing and collection, issuance of local tax receipts, procurement and associated fiscal activities of the City.
- Analyzes City fiscal policies; interprets data; formulates the recommendations for action by the City Manager and the City Commission; approves and controls contracts and financial obligations.



- Plans, develops, proposes, implements, and evaluates financial policies and procedures.
- Administers the investment portfolio of all funds; collects, receives, and maintains custody of all funds; administers relationships with the City's banks and investment managers.
- Supervises preparation of the City's Annual Comprehensive Annual Financial Report and Annual Financial reports as required by State Statutes, interim statements, and reports on City financial affairs to administrative officials, the City Commission, and the public.
- Supervises the accounts payable operations of the City.
- Directs the preparation of revenue, expenditures, debt, cost, and other statements; audits and inspects accounts and records.
- Prescribes accounting forms and procedures; supervises continuous audit of units handling cash and maintaining accounting records.
- Administers the City's procurement ordinance and ensures departmental compliance; supervises personnel and their activities in the Procurement division.
- Supervises all Division Directors in the Financial Services Department.
- Administers the selection of auditors, including establishing audit selection committee, preparation of request for proposals, required legislation and contract execution.
- Administers the selection, implementation, and enhancement of all financial information systems of the City.
- Responsible for the post issuance compliance and continuing disclosure requirements of the City related to its debt issuance.
- Represents the City on the General Employee Pension Board as a Board Trustee.
- Oversees the annual required contribution payments to the three pension boards and work closely with the City's actuaries to ensure compliance with pension requirements.
- Performs related work as required for this position description only.

THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of the principles and practices of governmental accounting and financial reporting.
- Knowledge and understanding of budgeting and fiscal management.
- Knowledge and understanding of modern office practices and procedures and standard office accounting software.
- Knowledge and understanding of the organization, functions, and financial challenges of city government.
- Knowledge and understanding of cash management, pension, investment, debt management, and banking.
- Skill in presenting findings effectively in complex oral or written reports.
- Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.
- Ability to establish and maintain effective work relationships with supervisors, managers, colleagues and other employees, City officials, debt rating agency personnel, investors, users of municipal financial reports, the banking community, and the public.

EDUCATION/EXPERIENCE:

The successful candidate will have a minimum:

Required

- Bachelor's Degree in Business, Public Administration, Accounting or Finance
- Ten (10) years of progressively responsible experience in accounting, finance, banking, debt management, procurement and/or treasury; or an equivalent combination of training and experience.

Preferred

- Master's Degree
- Certified Public Accountant, Certified Public Finance Officer, or Certified Government Finance Officer.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.



COMPENSATION AND BENEFITS

Depending on qualifications and experience, the expected starting salary for the successful candidate will be up to \$165,000 annually, depending on qualifications.

The City of Hollywood offers its employee a very competitive benefit package which includes:

- Four-day work week on the 4/10 work schedule
- Annual Vacation Days (200 hours); on the 4/10 schedule it is 20 days (5 weeks)
- Paid Holidays (13 holidays including employee's birthday)
- Sick Days (96 hours accrued annually)
- Personal Days (40 hours provided annually)
- Medical coverage and dependent coverage
- Dental plans
- Vision plans
- Life Insurance
- Long Term Disability
- Health Reimbursement Account
- Flexible Spending Account
- City's Retirement Plan with 7 years vesting
- Cell phone Stipend
- Automotive Allowance
- City provided fitness facility
- And More

HOW TO APPLY

For additional information on this outstanding opportunity, please contact Dona Higginbotham, Senior Vice President, The Mercer Group, Inc. at, DHHiggin@att.net

Position will remain OPEN UNTIL FILLED

Resume review Resume review October 22, 2021, and each seven days thereafter.

Interested and qualified candidates should send a letter of interest and resume to:

Dona Higginbotham
Senior Vice President
The Mercer Group, Inc.
Email: DHHiggin@att.net



Resumes are subject to the provisions of Florida Public Records Statutes

The City of Hollywood is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

