



# **City of Bellevue**

## **Director of Finance and Asset Management**



# THE COMMUNITY

Located in the heart of the Puget Sound region, scenic Bellevue is the fifth-largest city in Washington. It serves as the metropolitan center for King County, the state's most populous county. This highly desirable community spans more than 31 square miles and is home to over 149,440 residents. With the Cascade Mountains to the east and Seattle just 10 miles to the west, Bellevue is considered Seattle's largest suburb and one of the best places to live and launch a business. Bellevue is frequently named one of the 100 best places to live by Money magazine. Bellevue is ideally situated along Interstates 90 and 405 and State Route 520. In 2016, light rail transit construction began in Bellevue, with service expected to start in 2024. East Link, a voter-approved project, will extend light rail from Seattle, across Lake Washington along I-90, through Bellevue and on to Downtown Redmond.

Bellevue is culturally diverse, with about 50 percent of its population being of people of color and 42 percent speaking a language other than English at home. Asians comprise just over 34 percent of Bellevue's population, the tenth highest percentage in the nation for cities with 100,000 in population or more, and the highest percentage of large cities outside of California and Hawaii. Bellevue is an economic powerhouse. More people work in Bellevue than reside there, making it the second-largest employment center in King County. Some of the country's best-known companies – Amazon, Microsoft, T-Mobile, Salesforce, Concur, Symetra and PACCAR are located in Bellevue. Coupled with the many smaller and medium-sized businesses, they are the source of the approximately 150,000 jobs within city boundaries. Bellevue's school district ranks among the nation's top in the country. The school's athletic programs are excellent as well. Because of Bellevue's diverse population, more than 90 languages are spoken in the public schools.

The quality of life in Bellevue is exceptional. Residents and visitors can access abundant outdoor recreation by traveling to nearby Cascade Mountains or outdoor venues in the city with various activities including community and beach parks, mini-parks, trails, and botanical gardens. Located just minutes from downtown Bellevue, the Mercer Slough Nature Park is the largest of Lake Washington's remaining freshwater wetlands, with over 320 acres of wildlife habitat, agriculture, freshwater wetland ecosystems, and trails. Whether visiting one of the community farms, enjoying a round of golf, swimming at the Bellevue Aquatic Center, or catching a performance at the youth theatre or a movie in the park, there is always something to see and do in Bellevue. Popular annual events in Bellevue include the Strawberry Festival, Arts Fest, and Family July 4th celebration. The Garden d'Lights brilliant winter wonderland display at Bellevue Botanical Gardens during the holiday season is a winter tradition for families and groups around the northwest. Bellevue is described as a "City in a Park." A charming small town characterizes the city feel, featuring growing, tree-lined neighborhoods and natural beauty beyond compare. The City is noted for its environmental stewardship, award-winning park systems, and vast network of green spaces.

# GOVERNANCE & ORGANIZATION

The City of Bellevue recognizes that complex local government operations require strong collaborative political leadership, policy development, a relentless focus on execution and results, a commitment to transparent and ethical government, and a strategy for representing and engaging every segment of the community.

Bellevue operates under a Council/Manager form of government. The City Council is comprised of seven members, elected at-large, serving staggered four-year terms. The Council selects a Mayor and Deputy Mayor. The Council sets the general policies of the City, which the City Manager and City Staff implement.

The City provides a full range of services, including police and fire protection, the construction and maintenance of streets and other infrastructure, solid waste and water services, recreational activities, and cultural events. A \$2.2 billion budget was approved for 2023-2024 funding essential services while also making target investment to address Bellevue unprecedented growth. Due to the unprecedented growth the City will increase its employee base by 88 employees to a total of 1,540 employees.

# LEADERSHIP & INNOVATION

The City of Bellevue is a High-Performance Organization with core values of excellent public service, stewardship, commitment to employees, integrity, and innovation. The City of Bellevue began seeking national accreditation for its operating departments in the late 1990s. Today, Bellevue is one of just a few cities in the nation where every major operating department has earned accreditation from a respected evaluating agency.

- The Commission accredits the Fire Department on Fire Accreditation International (CFAI).
- The Commission accredits the Parks and Community Services Department for Accreditation of Park and Recreation Agencies (CAPRA).
- The Commission accredits the Police Department for the Accreditation of Law Enforcement Agencies (CALEA).
- The Transportation and Utilities Department are accredited by the American Public Works Association (APWA).



In addition to these accreditations, the Finance Department has received the Certificate of Achievement for Excellence in Financial Reporting (ACFR Program) and Distinguished Budget Award from the Government Finance Officers Association (GFOA) every year since 1983.

The City of Bellevue is dedicated to delivering exceptional service to its residents and businesses. The City has a high-performance culture and has undertaken an organizational improvement effort called “One City.” One City embraces shared leadership, collaboration, empowerment, innovation, and performance management, and the organization is committed to the program’s continued success.

Bellevue conducts annual surveys of both its residents and employees. The City has enjoyed consistently high ratings even during the economic downturn – proof of the commitment of hard-working municipal employees to deliver exceptional customer service even with limited resources. Highlights of the 2022 citizen survey indicated that 91% of Bellevue residents believe that their quality of life exceeds or greatly exceeds their expectations. Nearly 86% said the quality of City services either greatly exceeds or exceeds their expectations.

#### **BELLEVUE VISION:**

Be a collaborative and innovative organization that is future-focused and committed to excellence.

#### **BELLEVUE MISSION**

Provide exceptional customer service, uphold the public interest and advance the community vision.

#### **BELLEVUE CORE VALUES**

- Exceptional Public Service
- Stewardship
- Commitment to Employees
- Integrity
- Innovation



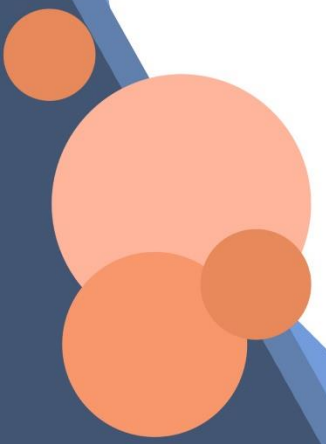
## ABOUT THE POSITION

Are you a strong leader? Do you have a passion for public service? The Director of Finance and Asset Management is a member of the city's executive team that advises the City Council in coordination with the City Manager's office, provides competent and inspirational leadership citywide and for the Finance and Asset Management (FAM) department, and oversees the programs and services of the department. This position reports directly to one of the Deputy City Managers in the City Manager's Office. The Director of Finance and Asset Management is expected to work collaboratively on an interdepartmental basis in partnership with fellow department directors and within the department. The director's involvement on the city's leadership team is an important component to this position

The City of Bellevue places a high value on the operational principle of "managing for results" and emphasizes spending limited resources effectively and efficiently while providing value to stakeholders. In the greater community values, the City of Bellevue uses a data-driven approach to budget management, and cost recovery, where the costs of services, acquisitions, and capital improvements are fully understood, measurable, and defensible.

The Director of Finance and Asset Management is responsible for the Department's services and activities, including business taxes and licenses, accounting, budgeting and vendor services/purchasing, and managing the city's fleet, real property, and land survey functions.

The City of Bellevue fosters an environment of open communication and collaboration where ideas and feedback are encouraged, supported, and valued. The Director of Finance and Asset Management will promote a culture committed to providing exceptional service, upholding the public interest, and being part of a community vision. City employees bring collective skills and qualities to the table. They embrace the values of honesty, accountability, commitment to service, and pride in their work. The Director of Finance and Asset Management will work in an environment where leaders exist at all department levels, and innovative, collaborative, and future-focused are the norm.



## IDEAL CANDIDATE

The City of Bellevue is seeking an innovator who will not be afraid to challenge the status quo if there could be improvements in how the City operates. The successful candidate will have an extensive budgeting and/or accounting background and be a skilled and visionary leader and manager with a proven track record of motivating and developing staff to obtain measurable results.

Bellevue is seeking team-focused candidates who completely support the “One City” organizational effort to achieve high performance in every part of the City government. The ideal candidate will possess the capacity to be an effective mentor and leader for staff. They will also have a demonstrated track record of setting a positive example of competence, professionalism, trust, energy and work ethic to motivate and develop staff to obtain measurable results. The candidate will have extensive experience in accounting, auditing and knowledge of Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP).

Qualified candidates will have a track record of building effective partnerships and teams engaging the public to seek different points of view. The candidate will be an outstanding communicator who is diplomatic, measured, and skilled in learning and navigating the political environment without becoming political.

### The candidate will also:

- Be skilled at providing continuing development of strategic and operational budgetary and financial policy guidance to the City Council, City Manager, department heads, boards and commissions, and within the department.
- Develop positive, objective and impartial working relationships with city’s elected officials, executive team, community/business leaders, representatives of other governmental agencies, and the public.
- Foster a positive, innovative organizational culture that engages and empowers employees
- Be open to progressive ideas and provide analysis and insight on future impacts and considerations
- Promote diversity, equity, inclusion, and cultural understanding in managing and leading the department
- Communicate fully and share timely information with the City Manager’s Office
- Keep the department focused on adopted priorities
- Have the ability and experience to represent the city in the community, the region, and nationally with regard to policy and operational initiatives
- Build a leadership team with shared values and clear expectations committed to “One City”
- Action Oriented: Takes on new opportunities and tough challenges with a sense of urgency, energy and enthusiasm.
- Manages Ambiguity: Operating effectively, even when things are not certain or the way forward is not clear.
- Have a Global Perspective: Take a broad view when approaching issues using a global lens.
- Focus on Decision Quality: Making good and timely decisions keeps the organization moving forward.
- Builds Relationships: Effectively building formal and informal relationships inside and outside the organization.
- Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of difference audiences.
- Drive, Vision, and Purpose: Painting a compelling picture of the vision and strategy that motivates others to action.
- Develop Leadership Skills of Direct Reports and Others: Actively support direct reports and develop talent so that people are ready and willing to take on new challenges and step up when needed.

# STRATEGIC LEADERSHIP OPPORTUNITES

- Attracting and retaining excellent employees
- Maintaining fiscal sustainability during a period of shrinking revenues and economic uncertainty.
- Opportunities to innovate and implement new technologies to improve efficiencies and service delivery to customers.
- Delivering on a commitment to transparency and showing the value in how taxpayer dollars are spent.
- Working with a team of talented and committed staff where collaboration and innovation is the norm.

## EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a degree in business administration, accounting, finance, or related field and ten or more years of progressively executive related experience. Candidates must have extensive experience (preferably in the public sector) in a financial field such as budgeting, accounting, banking, and/or investments. Candidates with accounting, finance, and budgeting are encouraged to apply, even if they do not meet 100% of the required experience and qualifications.

## COMPENSATION AND BENEFITS

The salary for this position is up to \$222,548. annually, depending on qualifications and experience. The City of Bellevue offers a number of retirement options and extends a full range of leave and benefits to employees. Information on City benefits can be obtained at <https://bellevuewa.gov/city-government/departments/human-resources/benefits>

## APPLICATION AND SELECTION PROCESS

Qualified candidates please complete a short survey at: <https://www.surveymonkey.com/r/87S9YRJ> and submit your cover letter and resume to Mercer Group Associates Senior Associate Mike Letcher at [mikemercergroup@gmail.com](mailto:mikemercergroup@gmail.com). This position is open until filled; please apply as soon as possible. Applications will be screened against the criteria outlined in this brochure. On-site interviews will be offered to candidates named as finalists, with records checks, including criminal and academic, and employment verifications, conducted after receiving candidates' consent. References will only be contacted for the final candidate selected by the city for further consideration. A position job description, organizational chart and other information regarding the position can be found at: <https://www.dropbox.com/sh/c4hipngfnu9qojo/AADi8WXHjcf64FyTlfKXrWupa?dl=0> For more information, please contact Mike Letcher at [mikemercergroup@gmail.com](mailto:mikemercergroup@gmail.com) or by calling 520-891-1953 (mobile).

Visit <https://bellevuewa.gov/> for more information about the City of Bellevue <https://bellevuewa.gov/city-government/departments/finance> for information on the Finance and Asset Management Department and <https://bsd405.org/> for information on the Bellevue School District

**The City of Bellevue is an Equal Opportunity Employer.**



**MERCER GROUP ASSOCIATES**