

CITY OF JANESVILLE

Finance Director

The City of Janesville Wisconsin is pleased to announce the recruitment and selection process for our Finance Director vacancy. This brochure provides background information on the City and the municipal organization. Candidates interested in applying for the position should submit their online application, résumé, cover letter, and contact information for five professional references by April 1, 2014 through the City's website at www.ci.janesville.wi.us/jobs.

Additional information about the City can be found on its website at www.ci.janesville.wi.us/.

COMMUNITY CHARACTERISTICS

The City of Janesville (population 63,588) is a historic, full-service community located on the Rock River amidst the rolling hills of scenic south central Wisconsin. Known as Wisconsin's "Park Place," Janesville has an abundance of beautiful parks and recreation areas. Founded in 1836, Janesville was named after Henry Janes, who travelled to the area following the Black Hawk War of 1832. Janesville grew steadily as new settlers arrived to farm the fertile land along the Rock River. The Rock River was also an important element in the City's early and continued economic success. The River was used for water power, and in the 1840s, dams, bridges, lumber, grist, and woollen mills were built along the River. Agriculture was a critical economic engine contributing to the development of three railroad lines which furthered the growth of Janesville prior to the Civil War. By 1900, Janesville had grown to 13,000 people and by 1925, there were 22,000 residents. The largest groups of immigrants were natives of England, Ireland, Scotland, and Wales. Janesville, in the 1900s, was a modern city with concrete curbs and gutters, electric lighting, and electric street rail cars in its commercial district. In the decades to follow, Janesville continued to prosper, with General Motors and Parker Pen serving as the area's principal employers. Janesville residents are proud of their history and are dedicated to its preservation. Twenty percent of Wisconsin's buildings listed on the National Register of Historic Places can be found in Janesville. Throughout the downtown, restored buildings house commercial businesses and offices. Janesville has six historic districts, and residents take great care to ensure that private and public buildings are carefully maintained and restored. Janesville residents are particularly proud of the Tallman House, an 1857 26-room Italianate villa style mansion which is the only private home still in existence in Wisconsin that can boast Abraham Lincoln as an overnight guest. Thousands of visitors come to Janesville each year to tour the Tallman House.



Janesville Quick Facts

- Population: 63,588
- County: Rock (Janesville is the County Seat)
- Median Home Sale Price (2011): \$135,200
- Park Land: 2,590 acres
- Square Miles: 33.86 square miles
- Housing Units: 27,996 (71% owner occupied)
- Median Household Income (2005): \$49,772
- Bike Trails: 25+ miles

COMMUNITY LIFE

Janesville residents often say that they grew up in Janesville and never wanted to leave, or moved to Janesville and decided Janesville was where they wanted to put down roots and raise their families. Excellent schools, affordable and high-quality housing, beautiful parks, outstanding recreational opportunities, low crime rate, and numerous cultural opportunities all contribute to Janesville's appeal.

Cultural Amenities

In 2004, the Janesville Performing Arts Center opened, presenting more than 90 events annually, drawing 100,000 visitors from the region. The City invested \$1 million in the Center, which hosts artists in dance, music, and ballet. The Armory is an exciting venue, offering comedy, dining, events, space for private gatherings, entertainment, and cooking schools. The Helen Jeffris Wood Museum is the latest addition to the Rock County Historical Society's facilities. The Museum Center is housed in the 1912 Prairie-style residence of Stanley Dexter Tallman and includes a changing exhibit gallery, children's interactive area, and a gift shop. In addition, Janesville is home to the Gray's Brewing Company, a 5th generation family business that began in 1856. With 158 years of operation, Gray's Brewing Company is proud to be the nation's oldest family-owned beverage company. The micro-brewery also prides itself on its flavorful line of beers, root beer, and cream soda. The Janesville Jets Hockey Team, a new addition to the North American Hockey League, is based out of the Janesville Ice Arena. The Janesville Convention and Visitor's Bureau has a complete listing of cultural amenities and attractions on its website at www.janesvillecvb.com.



Educational System

Janesville's educational system is outstanding, with 88% of its students graduating high school. Janesville has 12 elementary schools, three middle schools, two high schools, charter schools, and numerous private school opportunities. The Janesville Academy for International Studies, a charter high school that focuses on teaching global perspectives, is located on the University of Wisconsin - Rock County campus, and the Guide Language Center, which offers over 10 foreign languages, is located downtown. There are several higher educational opportunities, as well, including the University of Wisconsin - Rock County, located in Janesville, which offers two-year associate degree programs, to over 1,300 students. The UW-Rock County has collaborative programs with several UW Universities that allow students to earn Bachelor degrees while attending classes on the UW - Rock County campus or online. The University of Wisconsin - Madison is located one hour north of Janesville and the University of Wisconsin - Whitewater is located one half hour northeast of Janesville. In 1911, Wisconsin pioneered the development of vocational, technical, and adult education with the founding of Wisconsin's technical college system. Blackhawk Technical College, located three miles south of Janesville, provides technical training to Janesville area workers and designs customized training for area employers.

Parks & Recreation

Janesville is known, and is proud of its recognition, as "Wisconsin's Park Place," and the crown jewel of the Janesville park system is the Rotary Botanical Gardens, a 20-acre non-profit botanic garden that is home to numerous themed gardens including Japanese, Scottish, French, Formal, Italian, and English Cottage. There are also Shade, Prairie, and Woodland Gardens. On site are a visitor center, gift shop, and beautiful banquet/meeting facility that may be rented for special events. Each holiday season, the Rotary Botanical Gardens host a Holiday Lights Walk that is visited by thousands of residents and includes a decorated model train exhibit. Adjacent to Rotary Gardens is Lion's Beach, a 27-acre spring-fed lake open for public swimming. The City has developed an extensive 25+-mile bikeway system that connects parks, downtown, and residential areas. The system runs along the river and through natural valleys throughout the community, and is widely used.

There are 64 parks which comprise Janesville's impressive park system. Riverside Park includes a boat launch, wading pool, 18-hole golf course, 87 acres with nature trails, sand court volleyball, and picnic pavilions. Rockport Park is Janesville's largest park at 246 acres and includes an outdoor Olympic swimming pool with diving well, the Peace Park Playground and six miles of hiking trails. Traxler Park is home to the 17-time national champion Rock Aqua Jays Water Ski Show Team, who perform throughout the summer. Traxler Park also hosts a boat launch and horticulture gardens.

Numerous other parks include tennis courts, basketball courts, baseball and softball diamonds, fishing opportunities, and children's play equipment. Palmer Park has a wading pool, C.A.M.D.E.N. Playground, sand court volleyball, nature trails, softball and tennis courts, a concession stand, picnic pavilions, sledding along Edge Hill Drive, tourist information, and a pet exercise and training area. The Recreation Division also operates a year round Senior Center serving approximately 800 members, a Public Ice Arena which is home to the Janesville Jets and eight user groups, and year-round recreation programming including youth and adult programs, sports, and special events. Seasonal facilities include Dawson Softball Complex, a four diamond league and tournament facility.

Economic Development

The City of Janesville has enjoyed steady growth and development since its inception in 1836. This long history of strong industry and economic success has helped turn the City into a major commercial and industrial sector for the State-Line area. This success is due to a collaborative, action-oriented approach to economic development. The City has steadily recovered from the closure of the General Motors plant in 2008 with the addition of new and expanding businesses. The City's Economic Development Agency is a one-stop source of information and assistance in the site location process and for other development needs. It focuses its efforts on business retention and expansion, industry attraction, downtown revitalization, and development support services. The goals of the City's economic development activities are the creation of new jobs, the expansion and diversification of the local tax base, and stimulation of the local economy. The Agency works closely with other state, regional, and local development organizations, including Forward Janesville and the Rock County 5.0, to create a comprehensive approach to economic development efforts.

The City has 17 open Tax Increment Financing Districts to stimulate the redevelopment of the downtown, to encourage existing industry expansions, and to create new, fully-improved industrial parks. The City works to identify those industries interested in expanding and then assists in identifying sites, determining local costs, and addressing other issues that may arise. The Janesville Innovation Center (JIC) is a 22,000 square foot facility that offers office and manufacturing suites for businesses looking to start up and expand, and provides access to technical and business support to assist JIC tenants with their future growth. In 2008, the City worked closely with the business community to develop a new downtown initiative. The Downtown Revitalization Committee is a joint effort of the City and County governments, Forward Janesville, Rock County 5.0 and community partners.

Economic Development (cont.)

Janesville's largest employer is the Mercy Health System, headquartered in Janesville with over 3500 employees. Other major employers include the Janesville School District, Rock County, Grainger Industrial Supply, Wal-Mart/Sam's Club, Blains Supply, Blackhawk Technical College, the City of Janesville, J. P. Cullen & Sons, Lemans Corporation, Seneca Foods Corporation, and a recent merger of Dean Health System and St. Mary's Janesville under SSM Health Care.

Janesville is home to numerous shopping and dining opportunities. The Janesville Mall is a large regional mall home to 70 stores, including Boston Store, JC Penney, Kohl's, and Sears. The Pine Tree Plaza is an open air center with a movie theater, restaurants, Old Navy, Home Depot, Gander Mountain, and several other retail establishments. At least nine other retail centers provide shopping, dining, and personal service amenities for Janesville residents.

CITY GOVERNMENT

The City of Janesville adopted the Council-Manager form of government in 1923. The Janesville Common Council has seven members who are elected at large on a nonpartisan basis. Council members serve two-year, overlapping terms, and are non-salaried. The Council President is elected from among the Common Council members and presides over Council meetings. The Common Council appoints the Manager, who serves as the City's Chief Executive Officer. City Manager Mark Freitag began his employment with the City in December, 2013. The prior City Manager resigned for another opportunity after 4½ years. His predecessor was employed with the City for 21 years. There is no Mayor.

The City Manager administers the day-to-day operations of the City, providing leadership and direction to the City's management staff, which include the Police Chief, Fire Chief, Public Works Director, Administrative Services Director, Human Resources Director, Neighborhood and Community Services Director, and City Attorney; and indirectly to division heads. The City Manager appoints members of the Fire and Police Commission and Library Board, and recommends appointment of members to the Plan Commission and other City Committees. The Citizens Advisory Committee on Appointments also makes recommendations to the City Council.

The City employs 532 full-time equivalent employees, including the Library and JATV-12, and has a \$118.9M city budget including operations and capital projects. The December 31, 2013, outstanding debt is \$118M. The City Manager is responsible for the development of the City's budget, Capital Improvement Plan, and overall long-range financial management plan. Additional information regarding the City can be found at the City's website: www.ci.janesville.wi.us.



Department of Administrative Services

The Janesville Department of Administrative Services is a full service department including:

- ◆ Accounting
- ◆ Assessor
- ◆ Clerk-Treasurer
- ◆ Information Technology

Accounting Division

With an annual budget of \$441,860, the eight employees of the Accounting Division are a support agency and provide financial information to all of the various City divisions and departments.

Budget Development and Preparation - Prepares the City's annual capital and operating budgets, as well as providing assistance to City Departments with budget development and analysis. Provides technical expertise and work with Council and City staff to develop and adopt a structurally sound operating budget. Implements the adopted budget, analysis of City operations, and development and analysis of fiscal policy. There are a total of 42 operating funds.

General Ledger - Project Accounting, Financial Reporting and Budget Monitoring - Develops, coordinates, and implements the City's accounting and financial reporting systems. Oversees the utilization of the City's automated financial accounting system. Analyzes and interprets accounting data and perform internal accounting functions. Prepares and distributes monthly financial reports to Council and City staff.

Annual Audit and CAFR Preparation - Develops and coordinates the preparation of the City's Annual Financial Report. Serves as liaison to the independent auditors.

Accounting Division (cont.)

Debt Issuance and Management - Provides technical expertise and administrative support for the process of acquiring short-term and long-term promissory notes and bond issues for City operating and capital improvement projects.

Insurance Administration – Administers the City's general liability, auto liability, property and other miscellaneous insurance programs and acts as the liaison between the City and the Cities and Villages Mutual Insurance Company (CVMIC). Processing liability claims made against the City and pursues claims against others who damage City property.

Payroll Preparation and Reporting - Maintains a reliable, efficient, and effective centralized payroll system for all City agencies, including responsibility for processing and maintaining systems for deductions, billing for employee health and life insurance, deferred compensation, disability plan, worker's compensation, unemployment compensation, Wisconsin Retirement System, flexible spending, direct deposit, income continuation insurance, as well as a variety of other payroll deductions. Responsible for necessary payroll tax and other payroll related reporting. In 2013, the total payroll was \$30.1M and 916 employees were paid.

Grant Reporting and Compliance - Prepares reports on federal and state financial assistance. Works with departments to understand and achieve compliance with grant reporting requirements. Assists departments in requesting grant funds from oversight agencies.

Accounts Payable and Purchase Order Processing - Ensures that resources are used in compliance with City policies and guidelines. Provides support to departments to process invoices accurately and timely. Maintains accurate vendor records for payment and tax reporting purposes. Retains invoices and other supporting documentation in accordance with City policies.

Utility Rate Studies and Revenue Analysis - Reviews and maintains water, wastewater, storm water, VOM and sanitation rate structures. Prepares and submits rate increase applications to the Public Service Commission, and updates Wastewater Utility User Charge System. Prepares capital and operating financial forecasts.



OPPORTUNITIES & CHALLENGES

The next Finance Director is expected to bring solid leadership, excellent judgment, and well developed management skills to the City of Janesville. The Finance Director will likely encounter the following challenges and issues:

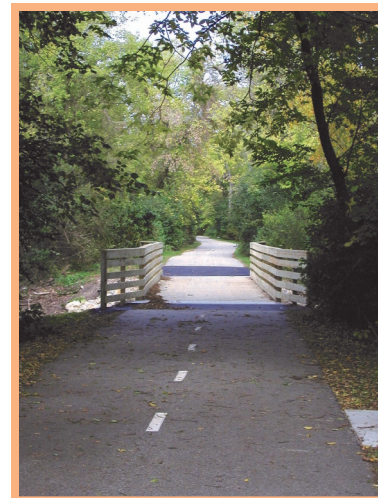
- ◆ The new Finance Director will be responsible to implement the direction of the division consistent with the goals of the City Council, City Manager, Director of Administrative Services, and community.
- ◆ The City values the cost effective operation of its services, and staffing is considered lean. The Finance Director is expected to continue to improve city services while maintaining this staffing philosophy.
- ◆ The Finance Director is expected to continue and enhance the City's commitment to excellent customer service and collaborative relationships with City elected and appointed officials, department and division heads and staff, community leaders, outside governmental agencies, auditors, insurance carriers, local media, and the general public.
- ◆ The goals of the City Administration have been, and continues to be, meeting Council expectations, limiting reductions to public services, limiting increases in the property tax levy for operations (General Fund Budget), reducing the amount of Fund Balance used to balance the budget, and avoiding layoffs. The next Finance Director will work closely with the City Manager and Director of Administrative Services to achieve these goals.
- ◆ The Finance Director will continue the implementation of priority based budgeting under the leadership of the City Manager and Director of Administrative Services.
- ◆ The City is limited to its prior tax levy increased by the percentage of change in the City's equalized value due to net new construction.
- ◆ The Finance Director is expected to provide reliable financial reporting for management to use in the effective operation of the City.
- ◆ The Finance Director is expected to provide controls to ensure the City is in compliance with state and federal laws and regulations as it pertains to grants, debt, and payroll reporting.

CANDIDATE QUALIFICATION CRITERIA

The Finance Director is a division head position and reports to the Director of Administrative Services. As a member of the City's management team, the Finance Director works with City elected and appointed officials, Department and Division heads and staff, employees, community leaders, outside governmental agencies, auditors, insurance carriers, local media, and the general public to provide high quality services and support to the residents of the City.

The current and predictable issues, needs, and challenges confronting the City of Janesville call for particular experience, skills, style, values, and professional commitment on the part of Janesville's next Finance Director. The following factors of education, experience, management style, and personal traits have been identified by the City of Janesville as *ideal* attributes for the Finance Director to possess to function effectively in the position. The proposed starting compensation for the position is \$90,000+/- depending upon qualifications and experience.

- ▶ Experienced, innovative, creative, and energetic professional with successful management skills.
- ▶ Minimum of Bachelor's degree in finance, accounting, public or business administration or related field. A Certified Public Accountant designation and a Masters in Public or Business Administration are preferred.
- ▶ Minimum of five years of progressively responsible professional accounting and office management experience, preferably in municipal finance, accounting, or administration, with a minimum of three years of supervisory experience, and including experience preparing, reviewing or auditing a CAFR and Single Audit Report in a municipal government environment.
- ▶ Thorough knowledge of the laws and ordinances governing municipal budgeting and fiscal management.
- ▶ Thorough knowledge of principles and practices of modern municipal finance, budgeting, accounting practices and procedures, purchasing and personnel systems.
- ▶ Thorough knowledge of current Internal Revenue Service and State of Wisconsin Regulations regarding payroll and taxable revenues.
- ▶ Ability to evaluate and study GASB pronouncements, and implement required changes to assure compliance with GASB.
- ▶ Analytical ability necessary for budget preparation and management.
- ▶ Demonstrated ability to plan, direct and supervise Accounting employees and activities in a coordinated and effective manner.
- ▶ Ability to analyze and interpret complex fiscal records and to prepare accurate and complete reports.
- ▶ Ability to analyze and design effective fiscal and accounting systems and procedures.
- ▶ Ability to prepare complex financial reports in a timely and accurate manner.
- ▶ Ability to establish and maintain effective working relationships with City elected and appointed officials, department and division heads and staff, community leaders, outside governmental agencies, local media, auditors, insurance carriers, local media, and the general public.
- ▶ Initiative and resourcefulness in handling fiscal issues.
- ▶ Ability to communicate effectively in verbal and written form.
- ▶ Courtesy and tact in working with the public.
- ▶ Experience to direct and monitor the operations of an active "high service level" division, follow up on projects and assignments to achieve timely and effective completion.
- ▶ Excellent organizational skills.
- ▶ A positive record of team-building and collaborating within the division and other departments, including a reputation for dealing fairly and effectively with all employees.
- ▶ Ability to consider conflicting needs, options, and information; and make decisions.
- ▶ Strong ability to bring diverse interests together and establish mutual trust.
- ▶ Strong problem solving and interpersonal skills.
- ▶ Strong ethics base built upon integrity, honesty, and respect. Exceptional character and ability.
- ▶ An understanding and acceptance of Council-Manager government, and ability to work effectively in an active policy-administrative-citizen participative governmental process.
- ▶ An understanding of community dynamics and concerns in a high service level/quality of life oriented community.
- ▶ A management style which involves a "no surprises" approach in presenting all the facts and alternatives to the City Manager, Director of Administrative Services, and City Council.
- ▶ Women and minorities are encouraged to apply. EOE



EMPLOYMENT BENEFITS

The salary for this position is DOQ within a range of \$90,000 - \$98,000. The benefit package includes:

- ◆Paid vacation
- ◆Eleven holidays
- ◆Sick leave, accrued at one day per month
- ◆Professional memberships
- ◆Various other time off privileges available
- ◆Conferences and training
- ◆Wisconsin Retirement System, 50% City-paid
- ◆Medical, dental, vision, disability & life insurance
- ◆Optional deferred compensation plans for employee contributions



THE SELECTION PROCESS

Applications will be reviewed to determine the extent to which the applicants possess the desired qualifications of the position. Applicants most closely meeting the desired criteria may be subject to further evaluation by a telephone interview. The position is open until filled. The first review of applications is expected on April 1, 2014.

Qualified candidates will be invited to participate in an interview process. The finalist candidate(s) will be subject to a background check, post offer medical evaluation, and drug screen.

FINANCE DIRECTOR JOB ANNOUNCEMENT

Janesville WI (63,588), a well regarded Council-Manager community in scenic south central Wisconsin seeks experienced, innovative, creative, and energetic professional to lead its Accounting Division. The Division has 4.73 FTEs and \$441,860 budget. The City has 532 FTEs and a \$118.9 million budget including operations and capital projects.

Strong work ethic, integrity essential; good leadership, management, analytical & communication skills; creative; collaborator with problem solving skills & team building orientation; planning & organizational skills; proven ability to initiate & implement. Duties include: planning and directing the financial functions of the City to efficiently disburse and account for all funds; providing financial information for management planning and decision making; managing a central accounting system, preparing and/or coordinating the annual budget, managing City-wide payroll and purchasing, and liability insurance. Requirements: Bachelors degree in finance, accounting, public or business administration, or related field; minimum of five years of progressively responsible professional accounting and office management experience, preferably in municipal finance, accounting, or administration; minimum of three years of supervisory experience; and experience preparing, reviewing, or auditing a CAFR and Single Audit Report in a municipal government environment. A CPA designation and a Masters in Public or Business Administration are preferred. Starting Salary: \$90,000 + DOQ. Excellent fringe benefits. Additional information may be found at: www.ci.janesville.wi.us/jobs.

Position open until filled. April 1, 2014 first review of applications.

Qualified persons should submit a cover letter, résumé of experience and qualifications, and five professional references through the link provided above.

EOE

