

City of Scottsdale

Photo: Maureen Isree

invites your interest in the position of

Budget Director

CITY OF
SCOTTSDALE




Recruitment Services Provided by
Ralph Andersen & Associates

Join the City of Scottsdale!

This is an exciting career opportunity for a top professional to be responsible for the planning, directing, and reviewing the activities and operations of the City of Scottsdale's Budget Office. This management-level position reports to the City Treasurer/CFO. Key areas of responsibility for the Budget Director include high-level strategic and operational aspects contributing to the overall success of this dynamic and well-run organization. The selected candidate will join a collaborative and high-performance team, focused on exceptional service delivery.

Work, Live, and Thrive in Scottsdale

Located in the beautiful Sonoran Desert, Scottsdale is nestled between Paradise Valley and the McDowell Mountains. Scottsdale is known for a high quality of life with attractive residential, working, and shopping areas. It is an internationally recognized visitor destination and a thriving location for business. Scottsdale consistently ranks among the nation's best places to live, with top-rated schools, award-winning parks, low crime, and a vibrant economy. Today, Scottsdale has nearly a quarter-million residents spread across 185 square miles.

Scottsdale has been ranked among the best-run cities in the nation. Housing options in the community are varied. Scottsdale's strong local economy keeps taxes low and city service levels high. Scottsdale is one of only a handful of cities nationwide to enjoy a "AAA" bond rating from all major financial rating organizations. Please visit www.ScottsdaleAz.gov/about for more information on the City of Scottsdale.

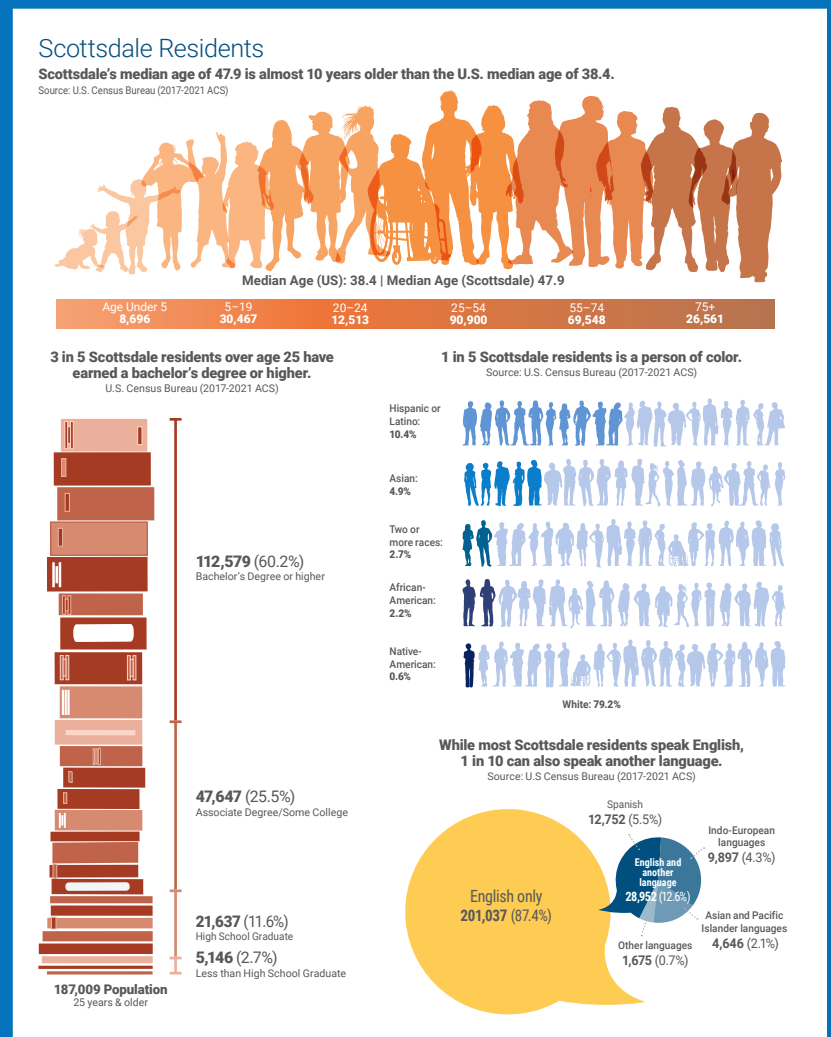




Photo: Judy Dugan

City Government Overview

Scottsdale operates under a Council/Manager form of government with a directly elected Mayor and six Councilmembers serving as the governing body. All are elected at-large on a non-partisan basis and serve staggered four-year terms. Elections are held in November of even-numbered years to coincide with national elections. City Councilmembers are limited to three 4-year terms.

The City of Scottsdale has five Charter Officers and the Presiding City Judge reporting to the City Council. They include the City Attorney, City Auditor, City Clerk, City Manager, and City Treasurer/CFO. The City appoints citizen volunteers to participate on over twenty advisory boards and commissions.

The City's budget includes 2,508 full-time and 192 part-time employees with a total adopted compensation costs of \$350 million. The City is in a strong financial position with an operating budget of \$761.8 million, a capital budget of \$1,068.4 million, and contingency and reserves of \$464.6 million.

For further information on the city-wide organization, refer to the City of Scottsdale's organization chart [here](#).

Responsibilities and Oversight

This is a management-level classification as a department director and reports to the City Treasurer/CFO. In this role, the Budget Director oversees day-to-day operations of the Budget Department and performs highly technical and complex budgeting and financial work. This position also has responsibility and oversight of professional staff and is responsible for the coordination of the development of the City's budget and Capital Improvement Program as well as periodic financial reporting and studies.

This position within the Budget Department reports to the City Treasurer/CFO in the City Treasurer/CFO's Office. The City Treasurer/CFO also functions as the Chief Financial Officer for the City and reports to the Mayor and Council. Appointed in 2021, the City Treasurer/CFO is Ms. Sonia Andrews. The City Treasurer/CFO's Office has a total of 90 FTEs with 8 total positions allocated to the Budget unit. For more information on structure of the City Treasurer/CFO's Office, refer to this organizational chart [here](#).

Responsibilities and Oversight *continued*

More specifically, in this leadership role, the Budget Director:

- Supervises employees and coordinates personnel-related activities to include, but not limited to, training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Manages, plans, and directs operations of the Budget Department and the city's budget in accordance with city and division goals and objectives and in compliance with state law, city charter, city code and policies, as well as industry best practices.
- Oversees the Budget Department's collaboration and partnership with departments citywide to develop, enhance, or maintain quality of services for budgeting and financial planning and program development. Establishes goals and objectives for department performance.
- Provides strategic direction on the preparation of the City's annual operating budget and five-year Capital Improvement Plan. Communicates and collaborates with departments and budget staff to analyze and review budget forecasts, requests, and submissions, and resolves complex budget issues. Develops budget recommendations and provides advice to facilitate Executive Leadership Team decision making.
- Recommends and leads innovation and improvement initiatives and implements budget process, system and policy changes to maintain up-to-date budget practices, budget accountability, performance, and transparency.
- Maintains the integrity of the budget process to ensure fiscal control and accountability and compliance with applicable laws and regulations. Interprets, recommends, and advises on fiscal policies and budget strategies.
- Consults and interprets information to assist departments in maintaining integrity and transparency of the City's budget. Reviews, approves, adjusts, or disapproves departmental submission of budget requests and actions. Writes and reviews City Council reports to communicate budget impacts and budget requests to facilitate Council decisions.
- Oversees the preparation of the City's monthly budget to actual financial reports and other budget and financial reports. Reviews staff's analyses of budget to actual variances, and other budget and financial analyses.
- Coordinates the creation and analysis of expense and revenue forecasts as well as directs and oversees the City's five-year financial plans and estimates of revenues for various funds and operations.
- Develops, evaluates, implements, and monitors internal controls over areas of responsibility.
- Develops and monitors departmental budget.
- Coordinates budget activities with Accounting Department to facilitate understanding and reconciliation of budget to actual differences.

The Ideal Candidate

The ideal candidate for this position will have significant, high-level budgetary experience in a public sector organization combined with outstanding leadership and communication skills. The Director will be able to establish credibility as a decisive, results-oriented, and data-driven professional committed to excellence, independence, transparency, and fiscal accountability. Additionally, the ideal candidate will also be experienced in meeting critical deadlines and working collaboratively in a fast-paced and dynamic environment. An equally important quality is bringing credibility to the position in support of both the City Council and City leadership. In doing so, the Budget Director will also need to have excellent presentation skills with the ability to explain budgetary strategies and effectively address questions in a public forum.

The Budget Director will also have strong ethics, and place a high value on honesty, integrity, and teamwork, with a passion for incorporating best practices. Ideally, the top candidate will have administered sound budget management strategies for local government or other comparable public organizations. The Director will oversee and direct a small team and guide them on the importance of effective, and sound budgetary skills combined with a focus on collaboration and timely delivery to support a robust and dynamic budget cycle.

Also important in the selection of the Budget Director are the qualities of being a:

- Critical Thinker
- Forward-Thinker / Strategist
- Strong Team Leader / Mentor



Photo: Maureen Isree

Qualifications for Consideration

Education and Experience

- Bachelor's degree in Finance, Business, Accounting, or a related field from an accredited educational institution is required. Master's degree is highly valued.
- At least five (5) years of management level experience in municipal budgeting and progressively responsible supervisory experience is required.
- An equivalent combination of education and/or job-related experience that meets the minimum qualifications may be substituted.
- Certifications are not required for this position, although highly competitive candidates are strongly encouraged to detail related certifications/licenses and career highlights as part of this submittal process.

Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

Compensation and Benefits

The salary range for this position is \$128,357 to \$173,368. Placement within the range will be at the discretion of the City Treasurer/CFO and will be based on overall qualifications. The City anticipates hiring at or below the midpoint of the range. The City of Scottsdale offers a benefit package including vacation, holiday, medical leave, medical, dental, vision, life, and short- and long-term disability insurance. Eligible employees are members of the Arizona State Retirement System. Additionally, the City of Scottsdale offers tuition reimbursement and additional benefits such as 457 deferred compensation, optional Health Savings Account, Flexible Spending Accounts, and more. For more information please review: www.scottsdaleaz.gov/hr/benefits.



Application and Selection Process

Interested parties are asked to *Apply Immediately* by completing the following information for consideration:

- Compelling Cover Letter
- Comprehensive Resume (with employment dates)

Submit completed material and send to apply@ralphandersen.com.

The selection process will consist of the following steps:



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Applicants selected as finalists for this position will be subject to a criminal history/ credit/driver's license check prior to interview. Under Arizona Public Information statues, information from submitted application or resume may be subject to public disclosure. Direct confidential inquiries to Ms. Heather Renschler, Project Director, Ralph Andersen & Associates, at (916) 630-4900 or to schedule a discussion contact scheduling@ralphandersen.com with City of Scottsdale in the subject line.



Photo: Eugenia Valentine

Application and Selection Process *continued*

- Preliminary video interviews with Search Firm
- Resume Review with the City Treasurer/CFO to select Top Tier Applicants
- Interview Panels – Round #1 (Video) – Will involve a cross-section of City staff and stakeholders
- Interviews – Round #2 (In-Person) – One-on-one with City Treasurer/CFO and others
- Background / Verifications on selected candidate
- Offer extended

Ideally, the goal is for the selected candidate to begin work in November (or a mutually agreed upon date). Most importantly, the City Treasurer/CFO will work closely with the Selected Candidate to determine a start date that works best to ensure an effective transition into the organization.

The City of Scottsdale is an Equal Opportunity Employer and values diversity at all levels of its workforce.

www.scottsdaleaz.gov