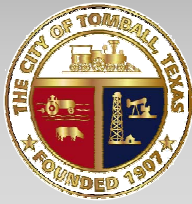




The City of Tomball, Texas is accepting resumes for:

Finance Director



The Community

Tomball is a historic city first known as a railroad town before becoming an oil town. The City was named after State Senator Thomas Henry Ball in 1907 due to his leadership in establishing Tomball as the major railroad center for the transport of agricultural products. Located along State Highway 249, 28 miles northwest of downtown Houston, Tomball does not consider itself “merely a suburb.” The City has a vital economy and functions as a commercial center for a large portion of the rapidly growing northwest quadrant of Harris County. The Tomball area has developed a strong economic base that includes major employers such as Hewlett-Packard Corporation, Kwik Kopy Corporation, BJ Services, Tomball Regional Medical Center, Lone Star College—Tomball and others.

Tomball is comprised of nearly 12 square miles of land within the city limits with an additional 20 miles in the ETJ; the market area contains open rural territory, as well as abundant forested land. The availability of ample scenic land at attractive prices has been a strong factor in the growth of the City and in its strong economic growth. Residents are attracted to Tomball's

home town feel while living in proximity to a major metropolitan area. Housing prices range from a starter homes to over a \$1,000,000 with plenty of options in between.

The Tomball Independent School District (TISD) serves residents providing K-12 education, and many private and parochial schools offer educational alternatives. A strong community commitment to education is reflected by the addition of several new schools within the district. Special features included are a high-tech design center and a life skills center. Lone Star College—Tomball provides residents with higher-educational opportunities with its 8,000 student campus.

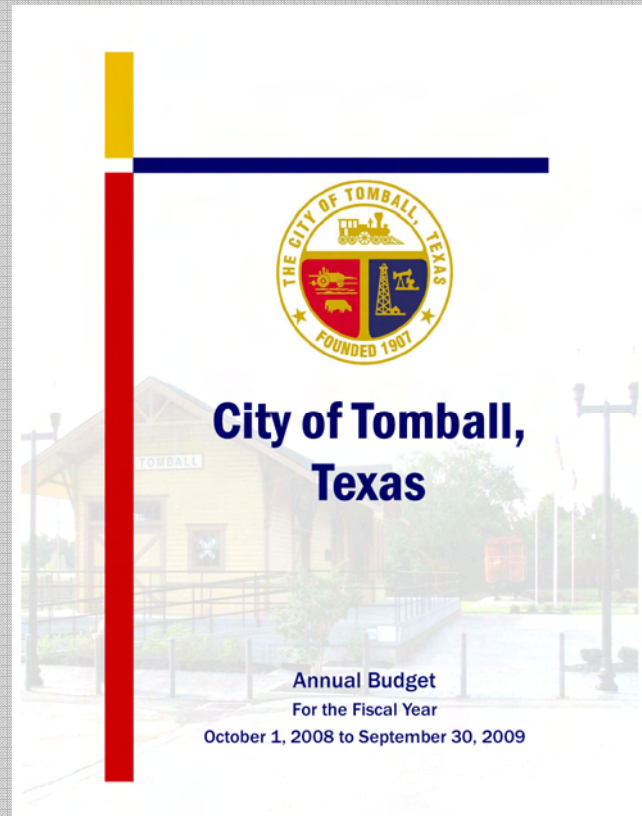
Tomball area health care activity is dominated by Tomball Regional Hospital located in the heart of the community. It has become Northwest Houston's fastest growing acute medical facility, with over 250 beds and a highly trained and experienced medical staff that represents 30 specialties and sub-specialties.



Current Issues

The new Finance Director will have numerous challenges including, but not limited to the following:

- Identify funding alternatives for the City's Capital Improvement Projects
- Maximize utilization of Incode the City's current financial information system
- Develop a long range financial plan to guide the City's annexation plans with consideration to the City's provision of water, wastewater and natural gas
- Identify options for efficiencies for internal operations and organizational structure, improving productivity, reducing expenses and finding enhanced or new revenues in view of diminishing sources of traditional revenues and increasing costs



Education and Experience

The essential qualifications required for this position include:

- Bachelor's degree in finance, accounting or a related field from an accredited higher education institution
- Ten years experience in municipal government with at least five years in a supervisory position
- Experience with:
 1. Special District Financing for Development
 2. Revenue and General Obligation Bond Issuance
 3. Bond Rating Presentations/Meetings
- Designation as a Certified Government Finance Officer and or CPA is preferred



Governance

The City of Tomball is a Home Rule Charter city that operates under the Council-Manager form of government. The City Council is comprised of the Mayor and a five-member Council; each are elected for three year terms on a staggered basis. The Mayor is elected at large and the Council is elected at large by place (places 1-5.)

The City Manager appoints the Finance Director upon approval from the City Council. The current City Manager, Jan Belcher, was appointed 2 years ago.

The City of Tomball is a full service municipality with a total operating budget of \$41 million. The property tax rate is \$.251455 per \$100 of value. The City is very strong financially with a bond rating of AA-. Tomball

has adopted the 1/2 cent sales tax for property tax reduction as well as the 4B economic development sales tax and utilizes numerous incentives for businesses.

Position Overview

Under direction of the City Manager, the Finance Director is responsible for the effective management of the City's finances and provides general supervision to the Finance Department which is responsible for the collection, investment and disbursement of all City funds, preparing the annual budget and audit, managing Utility Billing, monitoring City purchases and administering the City's Depository agreements and transactions. The Finance and Utility Billing Departments have 9 employees and an operating budget totaling \$728,615. The Finance Director is custodian of all City funds and is responsible for the proper administration of all financial affairs of the City, including long range financial forecasting and planning, debt management and issuance, cash management systems, and financial analysis of fiscal alternatives for the City. The new Director will take over a Finance Department that is fully staffed. The City uses the Incode financial information system and has implemented a system of on-line payment processing.



Candidate Profile

Tomball is looking for a candidate with a broad experience in all areas of a municipal finance including accounting and financial reporting, cash flow analysis and treasury management, water and sewer rate development, long range financial planning, debt management and operational and capital budget preparation and administration. Strong experience with the development of the Comprehensive Annual Financial Report (CAFR) and with GASB regulations is desired. The City is also looking for candidate with the following qualities:

- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life
- Experience serving as a partner on an executive team
- Ability to manage challenges and conflicts yielding a productive and wholesome work environment
- Critical decision-making including the ability to process relevant information, committing to a definitive course of action
- Excellent communication skills for providing guidance and support to the City Manager, organizational leaders, employees and citizens
- Ability to negotiate and represent the City in

accordance with federal, state and local ordinance, laws and guidelines

- Success at coalition building among staff and citizens to minimize perceived barriers
- Modeling professionalism and ethical standards that promote equity in the treatment of all
- The ability to maintain positive productive relationships with the City Council, general public, the commercial community and development interests, and to balance responses to their respective needs in the best interest of the entire community
- A willingness to participate in community events
- The successful candidate must show strong leadership and interpersonal skills, understand and implement principals of change management and be confident and exhibit an open management style with organizational leaders, all stakeholders and staff



Compensation & Benefits

The compensation and benefits for the Finance Director offers a competitive and negotiable salary and an excellent benefits package including:

- Hiring range is \$80,054 - \$94,182 per year; hiring salary dependant upon qualifications and experience
- Cell phone stipend
- TMRS, medical, dental, vision, life insurance, long term disability and flexible spending account



Application Process

Qualified candidates may submit your resume to the City of Tomball by mailing, faxing, emailing or delivering to City Hall, 401 Market Street, Tomball, TX 77375

Attn: Director of Human Resources
Fax: 281-290-1088
Email: hr@ci.tomball.tx.us

This position is open until filled. Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary phone interviews. Final interviews at the City of Tomball will be offered to those candidates named as finalists, with reference checks conducted after receiving candidate's permission. For more information please contact Lisa Coe by calling 281-290-1012 or by visiting our website at www.ci.tomball.tx.us.

The City of Tomball is an equal opportunity employer and values diversity at all levels of its workforce.

Applicants selected as finalists will be subject to a criminal history/ credit/drivers license check prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.

