City of Lubbock, Texas
CHIEF FINANCIAL OFFICER

The Community

Lubbock, known as "The Hub City," is situated at the center of the scenic South Plains, between the Permian Basin and West Texas Panhandle. Lubbock covers more than 125 square miles and is easily accessible by major transportation thoroughfares I-27, US Highways 82, 84, and 87, and State Highway 114. The City is home to more than 240,000 residents who enjoy the area's mild climate, beautiful sunsets, and a wide range of recreational and cultural amenities. Lubbock provides a high quality of life that combines the art, leisure, and entertainment opportunities of a major metropolitan area with the friendly hospitality and charm of a small community.

Lubbock County was founded in 1876. The settlement that is present-day Lubbock was not formed until late 1890 when two settlements within the county, Old Lubbock and Monterey, were combined to form the settlement of Lubbock. The following year, the community was designated the county seat for Lubbock County. Shortly after Lubbock's incorporation in March of 1909, rail service was established, and as agriculture continued to grow in and around the region and rail service expanded, it became the regional marketing center, earning the name "Hub of the Plains."

After World War II, Lubbock experienced tremendous growth and this growth continues today. United Supermarkets, Suddenlink Communications, NTS Communications Inc., and Sodexo Inc. are just a few of the major businesses in the Lubbock area. Recent major economic developments include the announcement of a multi-million dollar capital investment by Monsanto, a planned expansion of South Plains College, and funding support for career and technical education programs in area school districts. Lubbock is also home to one of the largest neighborhood redevelopments in the country. Delbert McDougal, a private developer, purchased 325 acres of land and cleared more than 900 structures for development. In 2013, it was estimated that the area brought in more than $300 million in tax revenues.

Over the years, Lubbock has received many awards and accolades. It has been recognized nationally as the #1 Mid-size City with the Shortest Commute to Work by Safeco Insurance, ranked #4 as Best U.S. Cities to Get a Job by Business.com, #15 on the 35 Best Cities for People 35 and Under by Vocativ.com, #11 Among Best Cities for College Students in Small Metros by the American Institute for Economic Research, and the Best City for Professional Women by Movoto.com. It also ranked the #10 Best City for Veterans, Most Recession-Recovered City, and the Best Run City in America by WalletHub.com.

city of lubbock TEXAS

The Community, continued

Residents of Lubbock enjoy a wide variety of recreational and leisure opportunities. The City has a rich tradition of collegiate athletics featuring the Texas Tech University Red Raiders, who have year-round sporting events from hard-hitting Big XII football match-ups to action-packed basketball, baseball, volleyball, and soccer, as well as the Lubbock Christian University Chaparrals and the South Plains College Texans. There are nine golf courses in the area and numerous lakes and parks. The largest recreation area in the region, the 248-acre Mackenzie Park, features disc golf, equestrian trails, a sculpture garden, and Prairie Dog Town. Beautiful Lake Alan Henry, situated on the South Fork of the Double Mountains Fork of the Brazos River, is a little over an hour south of Lubbock and offers fishing, water skiing, camping, hunting, and hiking opportunities for outdoor enthusiasts.

"The Hub City" has much to offer residents culturally. Lubbock has long been recognized as a birthplace for original music, producing greats like Buddy Holly and the Crickets, Waylon Jennings, Mac Davis, Roy Orbison, Tanya Tucker, and Natalie Maines. Today, Lubbock continues to launch some of the best musical talent around and is home to a diverse music scene, ranging from country and bluegrass to Tejano, classical, and rock. The City boasts a vibrant art scene with festivals, shows, performances, and exhibitions throughout the year. From art galleries and museums such as Berg Studios, Louis Hopkins Underwood Center for the Arts, and the Museum of Texas Tech University, to theaters and performing arts spaces like the Buddy Holly Center, Cactus Theater, Depot Entertainment District, Lubbock Community Theater, and Lone Star Amphitheater, as well as Ballet Lubbock and Lubbock Symphony Orchestra, the arts are thriving in this unique Texas community. The National Cowboy Symposium and Celebration, Lubbock Arts Festival, and Lubbock Music Fest are just a few of the annual special events hosted in the area.

The City provides easy access to several major and specialty medical facilities. Covenant Health, UMC Health System, Interim Healthcare, Lubbock Heart Hospital, Northstar Surgical Center, and Grace Health System provide state-of-the-art medical care to Lubbock residents.

Lubbock is served by three school districts within the City limits: Lubbock ISD, Frenship ISD, and Lubbock-Cooper ISD. All three districts have a "meets standard" accreditation with TEA and a combined enrollment of over 40,000 students. There are also eight private schools in the area. For those seeking higher education, there are several colleges and universities in the region: Texas Tech University, Texas Tech Health Sciences Center, Wayland Baptist University, Lubbock Christian University, and South Plains College.

The median home value in Lubbock is $146,047 and the estimated median household income is $42,452.

Governance and Organization

The City of Lubbock is a home rule city operating with a council-manager form of government. The City Council is comprised of the Mayor, elected at-large and serving a two-year term, and six City Council Members who represent single-member districts and serve four-year terms. The Municipal Court Judge is also elected at-large and serves a four-year term.

The City Council appoints a professional City Manager who is responsible for leading the organization and managing the day-to-day operations. Jarrett Atkinson became Lubbock's City Manager in December of 2016. Previously, Mr. Atkinson served as the City Manager for Amarillo after six years of being Assistant City Manager and then Deputy City Manager. Prior to Amarillo, he served as Local Government Services Director for the Panhandle Regional Planning Commission.

Governance and Organization, continued

The City is currently working on a multimillion dollar renovation to an 11-story downtown structure that will serve as the new Citizens Tower (City Hall). Additionally, in order to secure a 100 year water plan, a water pipeline, lift station, and water treatment facility between Lubbock and Lake Alan Henry were recently completed.

Lubbock has 2,304 budgeted staff positions, a FY2016-17 budget of $742,379,255, and an ad valorem tax rate of $0.53802 per $100 of assessed value. The City has been awarded the Government Finance Officers Association Distinguished Budget Presentation Award 32 times.

About the Finance Department

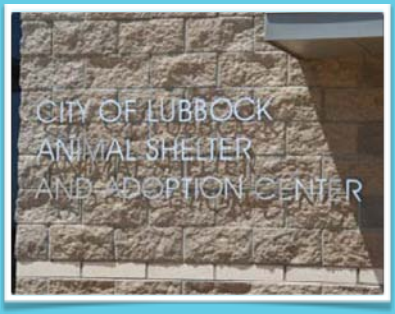
The mission of the Lubbock Finance Department is to manage the City's finances by administering the debt portfolio, purchasing quality goods and services, and recording and measuring financial activities in the Comprehensive Annual Financial Report (CAFR). The Department provides the following services:

- Quality goods and services in a cost-effective and timely manner in accordance with local, state, and federal laws and regulations, sound internal controls, and professional procurement principles.
- Accounting services that are high-quality, responsive, timely, cost-effective, and that comply with legal and authoritative guidelines (i.e. General Accepted Accounting Principles, Governmental Accounting Standards Board (GASB), and the Texas Local Government Code).
- Coordinating and monitoring the development of City budgets, ensuring efficient use of resources.
- Providing a global perspective of City operations through research, analysis, and evaluation.
- Administering the Tax Abatement and Enterprise Zone Programs
- Developing and administering Tax Increment Finance (TIF) Districts and Public Improvement Districts (PID).

About the Position

Reporting directly to the City Manager, the Chief Financial Officer plans, organizes, and manages the City's financial affairs, including functions of accounting and reporting, financial administration, purchasing, treasury, debt management, budget, and risk management. The CFO manages all public monies, funds, notes, bonds, and other securities belonging to the City, directs the proper collection of all City revenues, and makes all payments upon properly executed payment vouchers or authorization. The department includes 31 staff positions and an annual budget of $2,827,689 million. The CFO also directs Risk Management, which handles the procurement of property casualty insurance, workers' compensation, safety and subrogation. Risk Management has 4 staff positions and a FY 2016-2017 budget of $5,956,856.

Positions reporting directly to the CFO are the Director of Purchasing and Contract Management, Debt and Investment Analyst, Executive Director of Budget, Director of Accounting, and Risk Management Coordinator.



Leadership and Innovation

The City of Lubbock is looking for a visionary and strategic leader to become a key member of the organization's management team. The new CFO will play a major role in helping to achieve City goals by focusing on the following:

- **Fiscally responsible growth and development** - Striking a balance between fiscal conservatism and investment in future growth.
- **Strategic planning** - The City needs long-term and short-term plans for budgeting and CIP. Currently, the City operates on a year-to-year budget and is looking for the opportunity to strengthen the analysis of budget and City operations to assist with decision making.
- **Consolidation of financial operations** – The CFO will evaluate the finance functions and create one department that is effective, efficient and transparent. The CFO will lead and manage all finance aspects of the municipal operation under the direction of the City Manager.

Additionally, the new CFO will work closely with the City Manager to achieve the following objectives:

- Set policy guidelines for determining taxes, fees, and other budgeting priorities
- Examine departmental budgets and determine where reductions can be made without loss of needed services
- Work with state and national leaders to protect natural resources and have a voice in regulations and mandates that affect area businesses
- Create a plan to reduce current routine maintenance debt to zero within five years
- Create a more transparent City decision-making process

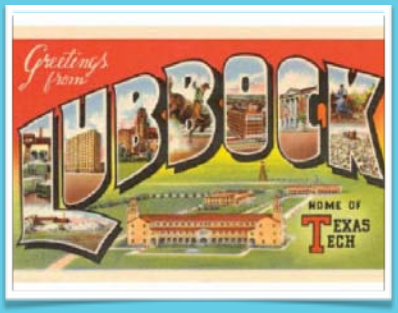
Ideal Candidate

The City of Lubbock seeks a resourceful, innovative leader with the skills and dedication needed to help the organization realize its vision for continued, sustainable growth. This is a wonderful opportunity for a seasoned finance professional to become a part of this growing City's dynamic new management team. The CFO will work closely with the City Manager in setting financial and budgetary objectives and developing financially sound strategies that will allow the City to provide the highest quality services to its residents with the least amount of waste and debt accrual.

The new CFO must be adept at building strong, highly productive, and cooperative relationships with staff, and must be able to handle sensitive situations with tact and diplomacy. The chosen candidate will be an effective communicator with exceptional interpersonal skills who can convey complex financial policies, procedures, and precedents to Council, staff, business representatives, community groups, and citizens.

The CFO will foster a culture of accountability and transparency within the organization and encourage collaboration across departments. An experienced manager with strong leadership skills, the next CFO will establish performance standards and measures within the department, establish priorities and goals, fully articulate expectations, and delegate responsibility with confidence.

The selected individual will be a highly ethical professional who leads by example. A great degree of analytical ability and inductive reasoning is required in order to devise appropriate approaches to deal with exceedingly complex challenges, negotiate sensitive issues, and respond to controversial positions.



Ideal Candidate, continued

The City seeks an enthusiastic public servant with a strong understanding of city operations, outstanding strategic planning skills, and substantial financial forecasting experience. A thorough knowledge of practices of financial administration in a municipal setting, including debt management, accounting, investments, and treasury functions is required.

Education and Experience

The candidate must have at least seven years of progressively responsible experience in managing large financial operations and at least three years at the senior management level, preferably as CFO of a large or medium-sized municipality. The selected candidate should be a Certified Government Finance Officer, hold a master's degree in finance or accounting or be a CPA. Applicants with the ability to obtain one of the designations in a reasonable time period will also be considered. A bachelor's degree from an accredited college or university in accounting, public administration, business administration, or a closely related field is required.

Compensation and Benefits

The salary range for this position is $124,000-$192,000, depending on qualifications and experience. The City of Lubbock offers a competitive salary depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) with a 7% required employee contribution with a municipal matching ratio of 2:1. A full range of leave and insurance benefits is provided, as well as mileage reimbursement and phone allowance.

Application Process

Please apply online at: http://bit.ly/SGRCurrentSearches

For more information on this position contact:

Molly Deckert, Senior Vice President
Strategic Government Resources
MollyDeckert@GovernmentResource.com
816-804-2818

This position is open until filled. To view the status of this position, please visit:
http://bit.ly/SGRCurrentSearches

The City of Lubbock is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Resources

City of Lubbock
www.ci.lubbock.tx.us

Lubbock Chamber of Commerce
www.lubbockchamber.com

Lubbock Economic Development Alliance
www.lubbockeda.org

Visit Lubbock
www.visitlubbock.org

SGR