



CHIEF FINANCIAL OFFICER

City of **Durango, Colorado**

Recruitment Services Provided By





The Opportunity

The beautifully rugged and historic City of Durango, Colorado is offering an exciting opportunity for a municipal finance executive to serve as its next Chief Financial Officer (CFO). The successful candidate will lead a solid team of professionals and join a high performing City organization that is laser focused on customer service and delivering results to its residents and visitors.



About Durango

Durango is home to 19,500 residents and is located along the Animas River in southwestern Colorado at the foot of the San Juan Mountains and east of Mesa Verde National Park. Durango is in the four corners region of the United States; a region consisting of the southwestern corner of Colorado, northwestern corner of New Mexico, northeastern corner of Arizona, and southeastern corner of Utah. As the county seat for La Plata County and a regional hub for commerce, Durango is easily accessible by land and air.

Durango offers modern city amenities with stunning natural surroundings, rugged geography, and world class recreational opportunities. Durango is a cultural hotspot and offers ample opportunities to indulge in theatre or music venues, art galleries, museums, as well as dining at Durango's many restaurants.

Durango's stunning natural beauty is integral to its character which represents some of the most unique, inspiring, and compelling aspects of the community. With over 300 days of sunshine each year, Durango offers multiple opportunities for outdoor adventure such as skiing, ziplining, hiking, mountain biking, fishing, camping, and cruising the Animas River Trail. The beauty of Durango and the nearby San Juan Mountains can be explored on the Durango and Silverton Narrow Gauge Railroad and via the San Juan Skyway which wraps around the San Juan National Forest and is the gateway to many Colorado attractions.

Durango also has one of the highest concentrations of top ranked public schools in Colorado. A superior public school system, Durango School District 9-R serves pre-K through 12th grade students and consists of eight elementary schools, two middle schools, two high schools, an online option, and a homeschool option. For those seeking higher education, Durango is also home to Fort Lewis College, a four-year state college with approximately 4,000 students.

City Government

Durango is a home rule city, with a city charter that establishes a council-manager form of local government. Policymaking and legislative authority is vested in a governing council consisting of five members elected at large on a non-partisan basis to staggered four-year terms. The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing advisory and commission members, and hiring the city manager, city attorney and municipal judge. The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing the day-to-day operations of the city, and appointing department directors and other staff members.

The City provides a full range of services to its residents, including general government, public safety, streets and highways, culture and recreation, transportation, sustainability, community development, public works and public utilities. The City's recreation programs and facilities are heavily utilized by residents of La Plata County, and Durango continues to be the largest provider of these services in the region. The City's utilities include water treatment, wastewater treatment, solid waste disposal and recycling. The City also operates a transportation services enterprise, including parking and public transportation. City services are provided by 445 FTE employees and a proposed 2025 general fund budget of \$56.1 million and an all-funds budget of \$223.5 million.

\$ 56.1M
Operating Budget

445 FTE
Employees





The Department

The City of Durango's Financial Services Department is responsible for providing accurate and relevant financial information to all City departments, the City Manager, City Council, and the citizens regarding the financial status of Durango. This information enables management and the City Council to make sound financial decisions that help to ensure the long-term financial health of the City.

The Financial Services Department is comprised of three divisions; Finance/Accounting, Customer Service, and Grants/Contracts. Services are provided through 32 FTE positions, and a FY 2024 operating budget of \$10.3 million. Reporting directly to the Chief Financial Officer are a Fleet/Facilities Manager, Purchasing Manager, Budget Manager, Compliance and Reporting Manager, Accounting and Finance Manager, and Customer Service Manager.

The Financial Services Department customer service strategy is: We will listen, serve, and educate our customers in a continuous effort to build trusting relationships and be stewards of financial excellence throughout the City.

The Position

Appointed by the City Manager, the Chief Financial Officer plans, directs, and oversees the activities and operations of the Financial Services Department, which includes information systems, purchasing, accounting, utility billing, revenue collections, sales tax collection, and finance and budget control. The CFO works collaboratively with other City departments, along with providing complex administrative support to the City Manager's office. Essential job duties include:

- Assume full management responsibility for all Finance Department services and activities and recommend and administer policies and procedures.
- Oversee and participate in the development and administration of the City's annual budget; approve the forecast of long-term and short-term funds needed for staffing, equipment, materials, and supplies; and monitor and approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Prepare the City's comprehensive financial report; develop and update the City's long-term financial plan including forecasts, trend analyses, reserve analyses, and financial analyses for the City; ensure compliance with local, State and Federal laws, codes and ordinances; and prepare financial statements.
- Ensure sound fiscal management of city funds through establishment of policies, procedures, internal controls, and performing on-going monitoring of income and expenditures.
- Develop and implement the City's investment policy and coordinate with investment bankers and the bond counsel on debt issuances.



The Position

- Administer, supervise and manage staff of the department; monitor and evaluate on-going performance of staff members; address day-to-day issues and questions; assess and provide for training needs; and initiate employee recognition, promotion, disciplinary action, and discharge processes as necessary and appropriate.
- Plan, direct and coordinate, through subordinate staff, the Finance Department's work plan(s); assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with management staff to identify and resolve problems.
- Monitor and help implement Information System's strategic plan and all components of hardware and software throughout the City network infrastructure.
- Explain, justify and defend Finance Department programs, policies, and activities; and negotiate and resolve sensitive and controversial issues.
- Attend and participate in professional group meetings and stay abreast of new trends and innovations in finance and accounting.
- Represent the Finance Department to other City departments, elected officials and outside agencies; and coordinate Finance Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager and City Council; participate on a variety of boards, commissions and committees; and prepare and present staff reports and other necessary correspondence.





Ideal Candidate

The ideal candidate for the Chief Financial Officer will possess certain traits and experiences that will lead to success:

- A dedication to providing high levels of customer service and responsiveness to both internal and external customers and a relationship builder who sees the Finance Department's role in providing service to others is critically important in Durango.
- Exceptional leadership and dynamic motivational skills to inspire and develop staff.
- Strong strategic planning abilities to align department goals with the City's vision.
- Proven experience in managing complex municipal budgets and resource allocation.
- The successful candidate will possess the ability to present complex financial information in a manner that all can understand, along with a strong focus on responsiveness to inquiries from City Councilors, the public, and others.
- Municipal finance experience is a must. While the City seeks an experienced CFO or Finance Director, a strong candidate who has served as an assistant director will be considered for this role.

Challenges & Opportunities

The next Chief Financial Officer for the City of Durango will have the chance to experience career-enhancing challenges and opportunities such as:

- Durango is a full-service City, so the next Chief Financial Officer will be challenged to work and excel in a complicated municipal environment.
- The Financial Services Department team is made up of dedicated professionals who possess varying degrees of experience in their assigned areas. The CFO will have the opportunity to provide guidance and mentoring to staff, especially on the budget side of the operation.
- The next CFO will be afforded the opportunity to additionally oversee the fleet and warehouse operations.
- Strong relationships exist between the Financial Services Department and other City departments. The next CFO will follow a strong Director who has demonstrated a collaborative nature and strong focus on internal service delivery. The selected candidate will be expected to not only maintain these relationships but will have the opportunity to enhance them where possible.
- The Chief Financial Officer oversees contracted staff who manage the City's investment portfolio. The successful candidate will bring experience in this important area of focus for the City of Durango.
- An upcoming challenge exists for the next CFO to oversee the implementation of a new Enterprise Resource System (ERP) that will enhance and improve Durango's core financial processes (currently in the bid solicitation stage).





Qualifications

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The most attractive candidates will possess the following:

Education: Bachelor's degree with major coursework in finance and accounting, or a closely related field.

Experience: Six (6) years of increasingly responsible experience in finance and accounting including three (3) years of administrative and supervisory responsibility to include an understanding of information and computer network infrastructure systems, municipal court processes/laws and an understanding of Human Resources law including payroll and benefits management.

Certification: Possession of, or the ability to obtain current certification as a Certified Municipal Finance Officer or Certified Public Accountant is preferred.

Salary & Benefits

The anticipated hiring range for the Chief Financial Officer is **\$165,000 to \$190,000**, with placement in the range dependent on qualifications. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

Retirement: Retirement is provided through a 401(a) plan, with employee contributions set at 9%, with a City match of 11.2%. Employees are fully vested after five years.

Housing Assistance: The selected candidate will have use of a city-provided condominium for up to six months in order to provide time to secure housing.

Paid Time Off Leave: PTO accruals vary from 23 days to 31 days per year, depending upon years of service. Paid Family and Medical Leave (FMLA) are also provided.

Health Insurance: The City of Durango offers health, dental, and vision insurance options for its employees.

Other Insurance: Basic life insurance and accidental death & dismemberment (AD&D) coverage, as well as long-term disability coverage are available.

For a complete listing of benefits please view the City's [2024 Benefits Enrollment Guide](#).



Application & Selection Process

To be considered for this position, candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Interested candidates must submit a cover letter and résumé online at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

The City of Durango is an Equal Opportunity Employer.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Colorado. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

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