



ABOUT BLACK HAWK COUNTY

The first government of Black Hawk County, Iowa was organized August 17, 1853. It is located in the Northeast part of the state. The county currently occupies 576 square miles and is the 5th most populous county in the state. Black Hawk County estimated population in 2015 was 133,467.

Black Hawk County is the fifth largest county in population in the State of Iowa. The cities of Waterloo and Cedar Falls make up just over 80% of the population with the remainder living in smaller towns, each are under 2,500 in population, and on farms.

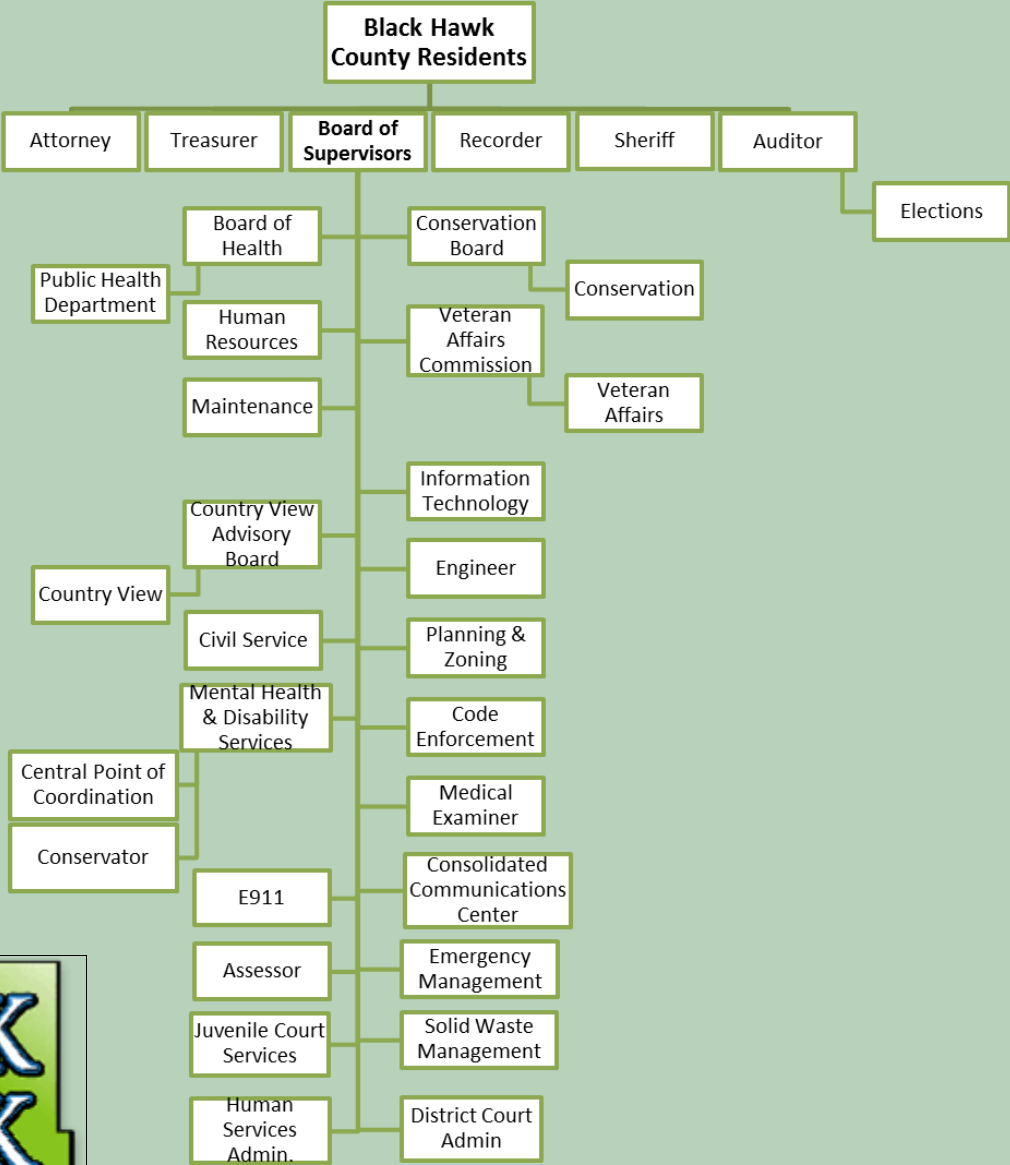
The major employers in Black Hawk County include:

- John Deere (Manufacturing)
- Wheaton Franciscan Healthcare (Health Care)
- Tyson Fresh Meats (Food Processing)
- University of Northern Iowa (Education)
- Unity Point Health (Health Care)
- Waterloo Community Schools (Education)
- Hy-Vee Food Stores (Grocery)
- CBE Companies (Financial)
- Bertch Cabinet Manufacturing (Manufacturing)
- Target Regional Distribution (Distribution)
- Omega Cabinetry Ltd (Manufacturing)
- Cedar Falls Community Schools (Education)
- VGM Group (Diversified)
- Black Hawk County (Government)

The County seat is Waterloo, Iowa. Waterloo has a revitalized downtown district featuring award-winning museums, locally owned restaurants, and an impressive riverside amphitheater. Waterloo is also home to Iowa's largest water park, Lost Island. Enjoyment can also be found on the Cedar Valley's nature trails. The Cedar Valley's recreational trail system has been recognized as Iowa's Tourism Attraction of the Year for its over 106 miles of hard-surfaced trails. The system of trails also includes single track trails for mountain biking and water trails for paddling.



ORGANIZATIONAL STRUCTURE: Black Hawk County currently operates under a five-member Board of Supervisors. Each member is elected large to a four-year term. The Board of Supervisors is the legislative authority over Black Hawk County. Annually, the Board adopts a budget and establishes tax rates to support county programs. Also elected to four-year terms at large are the following officials: Attorney, Auditor, Recorder, Sheriff and Treasurer. These officials, along with department heads appointed by the Board, are responsible to administer the programs and policies adopted by the Board of Supervisors as well as the budget amount allocated to their department by the Board. The Finance Director reports directly to the Board of Supervisors and has administrative supervision over the Administrative Aide IV in the Board Office.



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PROGRAMS & SERVICES: Black Hawk County provides a full-range of services. These services include public safety and legal services, physical health and social services, mental health and developmental disability services, county environment and education, construction and maintenance of secondary roads, general administrative services and planning and zoning.

ANNUAL BUDGET: The Finance Director meets with the Board of Supervisors in early to mid-October to determine the goals and objectives of the Board for the coming year's budget. Documentation is then prepared to be sent out to the department heads and Elected Officials. In early November, a budget request for the next fiscal year is sent to all elected officials and department heads. The report consists of prior three year history for the expenditures and revenues in each area along with the year-to-date figures for the current fiscal year. The completed request is due in early December. Once the re-

quests are entered into the financial system, the budget requests are compiled and a comprehensive presentation is pre-

pared for the Board to review during the budget sessions. The Finance Director then reviews the budget and necessary documents with the Board of Supervisors during a series of budget sessions that occur through late December, January and at times into February. The budget hearing and certification of the budget by the Board must occur prior to March 15th. Black Hawk County is required by the State of Iowa to adopt an annual budget for the total operating expenditures of the County by function area. This is the foundation of financial planning and control for the County. The budget is prepared by fund (e.g., general, special revenue, debt), function (e.g. public safety), and department (e.g. Sheriff, Conservation). Departments can transfer resources within a department as they see fit. Transfers between departments, however, need special approval for the Board of Supervisors in the form of an amendment to the budget.

To review the Fiscal Year 2016 adopted budget and the Comprehensive Annual Financial Report you can visit: <http://www.co.black-hawk.ia.us/165/Board-of-Supervisors>.



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ABOUT THE POSITION: The Finance Director position is a professional, administrative position serving as chief budget/financial advisor to the Board of Supervisors and financial liaison between Black Hawk County Departments and the Board of Supervisors. The Finance Director performs advanced level financial analysis, planning/program evaluation, and management analysis; prepares monitors, analyzes and reports on the County-wide budget; coordinates activities related to the issuance of financing instruments and general obligation bonds; and provides guidance and oversight to the support staff within the Board of Supervisors' office.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Compiles detailed financial information for the preparation of the county budget; analyzes/reports on revenue and expenditure growth, trends, and projections; analyzes the effect that changes in revenue/expenditures will have on the budget; prepares the budget document/appropriation amendments; forecasts/monitors department expenditures and revenues; coordinates budget review hearings with the Board of Supervisors.
- Coordinates activities of the County's annual audit and the Comprehensive Annual Financial Report (CAFR).
- Prepares, monitors and reports on the operating budgets; manages the non-department budgets including the review of documentation justifying expenditures, expenditure classification, and the monitoring, analysis, and control of non-departmental expenditures.
- Advises the Board of Supervisors, elected officials and appointed department heads regarding financial and budgetary issues; coordinates with the Auditor's Office on budget related issues/activities; and analyzes the effects of proposed actions in regard to long-term planning cost effectiveness.
- Presents financial information to the general public by developing content and formatting of material to be provided to the media and presented to the public at budget hearings and special meetings; acts as a resource to various state committees and departments on topics dealing with County finances.
- Provides staff support to the Board of Supervisors in the preparation, research, implementation, and monitoring of current/proposed fiscal policies/procedures; provides information/recommendations on fiscal impact and cost benefit analysis of County activities/procedures; prepares reports and graphic presentations.
- Provides on-going research/financial analysis of occurrences that affect the financial management of the County; monitors legislative, programmatic and policy decisions at the local, State and Federal Level to determine their short-range and long-range impact on the County's financial status.
- Provides multi-year revenue/expenditure forecasts operating/administrative budgets; tracks historical revenue/expenditure statistics to establish database for financial projections; forecasts expenditures based on operational requirement, the county's long-term debt requirement, inflationary trends, and historical patterns; develops a variety of graphs, matrixes, charts and related materials to show revenue and expenditure growth, trends and projections.
- Coordinates the County's debt management activities including analysis of debt capacity, new debt/refunding opportunities, issuance, and compliance with restrictions/bond covenants to ensure bonds maintain their tax-exempt status and financing rates are minimized; works closely with the County's external financial advisors/bond counsel in all phases of activities including preparation of official statements, initial sizing review, preliminary debt service schedules, amortization schedules, contracts and closing activities.
- Participates in the development of the multi-year Capital Improvement Plan; researches and/or recommends long-range capital financing strategies based on complex analysis of current and projected economic/financial trends, capital project needs, and changes in the operating environment.
- Identifies and applies for grants and other outside funding opportunities; monitors grant monies; and provides guidelines and technical assistance to other County Departments that may wish to apply for grants.
- Researches special problems and represents the County as directed before official bodies and other agencies.
- Provides overall guidance/direction to the Board of Supervisors' office staff.
- Attends meetings and participates on committees and special projects as needed.





EDUCATION & EXPERIENCE

- Bachelor' Degree in finance, accounting, public administration, economics, statistics or related area required; Master's Degree and/or CPA preferred.
- At least four years (three years with a Master's Degree) of professional-level experience in budget analysis or financial management required. Debt financing and grant writing experience preferred.
- Demonstrated job-related experience in a County or City government environment is beneficial but not required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of economic and accounting principles and practices, financial markets, banking and analysis and reporting of financial data.
- Knowledge of applicable Federal, State and County laws and regulations and internal audit controls.
- Judgment and decision making skills are necessary to consider the relative costs and benefits of potential actions to choose the most appropriate decision.
- Problem solving skills are required in identifying complex problems and reviewing information to develop and evaluate options and recommend practical solutions.
- Project management skills are required to manage, prioritize and implement projects successfully while adhering to strict deadlines.

- Ability to establish and maintain effective working relationships with County Officials, Department Heads and other outside agencies.
- Excellent oral and written communication skills are essential as well as being able to prepare and deliver presentations.
- Must be proficient in computer software applications including Microsoft Office and relevant software related to budget development/forecasting. New World Financial Software experience is helpful.
- Must have a valid Iowa Driver's License in the State of Iowa and be insurable under the County's guidelines.

SALARY & BENEFITS

- The Finance Director is classified as Exempt pursuant to FLSA.
- Annual Salary Range is \$66,320—\$92,628 and starting salary is dependent upon individual's qualifications and abilities.
- Paid Time Off (3.08 hours Bi-Weekly Accrual) first year
- 11 Paid Holidays

HEALTH INSURANCE

	500 Deductible	750 Deductible
Monthly Single Premium	\$84.30	\$52.40
Monthly Family Premium	\$209.48	\$130.90

- Ability to handle moderate to high levels of stress while performing essential job functions.
- Iowa Public Employers Retirement System (IPERS)
- Other Optional Benefits Include: Vision, Supplemental Life / Dental and Deferred Compensation Program.



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