



AGENDA ITEM SUMMARY FORM

MEETING DATE: January 14, 2025

PREPARED BY: Colleen Martin

AGENDA CONTENT: Discussion and update on the Finance Director vacancy.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: \$155,580

FUNDS REQUESTED:

FUND: 01-515

EXECUTIVE SUMMARY:

Upon the Finance Director position becoming vacant, the city contracted individuals to assist the department during recruiting. In addition, Human Resources contacted three agencies that might assist with a temporary interim Finance Director; CPS HR Consulting does not work with temporary placements, City Hall Essentials does not have anyone who could work onsite, and SGR is searching for someone to assist.

Human Resources posted the position to the city applicant tracking system, the SGR and TML job boards, and the Indeed, LinkedIn, and Google Jobs websites.

The city is asking for a bachelor's degree in finance, accounting, or business administration and 5-7 years of experience as a government finance director or assistant director, with GFOA and PFIA certification preferred (see the attached job description for additional knowledge and skills desired).

In researching the Texas job boards, I found that 19 cities are recruiting for a Finance Director or equivalent.

The position is currently posted for \$25,000-\$145,000.

As of January 7, 2025, we received fifteen (15) applications, three of which were qualified, two accepted positions with other municipalities, and one interviewed is scheduled.

RECOMMENDATION: