



APRIL 2025

Director of Finance Recruitment Proposal

FOR THE CITY OF GRAND RAPIDS, MN

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





April 4, 2025

Ms. Chery Pierzina
Human Resources Officer
City of Grand Rapids
420 Pokegama Ave
Grand Rapids, MN 55744

Dear Ms. Pierzina,

Thank you for the opportunity to provide a proposal to assist the City of Grand Rapids with the recruitment of its next Director of Finance. GMP is well positioned to partner with the City as we conducted the recruitment for the City of Blaine's current Finance Director and are currently conducting or recently completed national Finance searches for:

- City of Apple Valley, MN
- City of Blaine, MN
- City of Golden, CO
- City of Phoenix, OR
- City of Sandy, OR
- City of Maple Valley, WA
- City of Moab, UT
- Mountain View Fire & Rescue, WA

These and other recently completed searches provide us with an excellent knowledge of finance director candidates. Having conducted over 750 total recruitments including 118 finance recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President
GMP Consultants

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 240 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, human resources, police, fire, park & recreation and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO and driving force of Prothman, GMP consultants have worked on over 750 executives searches and over 100 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** - With over a dozen local government executives who bring experience from west coast to east coast, our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

GMP Consultants Mission: *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our clients to provide the highest quality services to their residents.*

PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Linda Woulfe – Co Lead Senior Consultant

Linda brings over 26 years of municipal service in Minnesota at both the city and county level. Her experience includes 19 years as City Administrator in Pine City and Cambridge where she developed and implemented new economic development strategies for business retention and was integral in developing long-term infrastructure plans for water, wastewater, sewer, and roads. Linda also brings years of experience in labor negotiations and annexations. She spent 14 years working for the League of Minnesota Cities and League of Minnesota Cities Insurance Trust in multiple roles. Since her retirement from the City of Cambridge, Linda has served as an Interim City Administrator for multiple Minnesota communities, helping them through key times of transition. Linda completed the University of Minnesota Public Sector Human Resource Certification Program from Carlson School of Management and holds a bachelor's degree in public administration from Metropolitan State University. Linda enjoys outdoor photography and hiking with her husband (Tony) of 43 years.

Jeff Weldon – Co Lead Senior Consultant

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff is a strong advocate for community involvement and has been involved with his church, the United Way, Rotary and Lions clubs, and the Chamber of Commerce. Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

Kate Hansen – Operations Manager

Kate brings over 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Kate brings a distinguishing blend of attention to detail, creativity, and critical thinking. Having served as a political campaign manager, fire

district administrator, and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbitas – Project Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

Jessica Newman – Project Manager

Having worked within the U.S. and internationally, Jessica brings a wide cultural perspective and strong communication skills to her work with both clients and associates. While using her background in graphic design and social media marketing to apply skills such as creative thinking, problem solving, and attention to detail across all projects. Jessica has a Bachelor's Degree in Linguistics from Brigham Young University.

WORKPLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the City and staff to:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review the job description
- Review and discuss any additional issues as needed

Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment. We would like to meet with:

- City Administrator
- Leadership Team
- Finance Department Members
- Advisory Boards (if any)
- Others as Directed
- Review All Relevant Documents

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- Quality of Life Opportunities
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your Social Media (if applicable)

STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your City. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Personal Calls by Lead Consultants
- Emails to potential Candidates

Targeted Advertisement - We develop a custom national advertisement plan highlighting the City and the Director of Finance opening, placing ads in websites and job boards. Potential locations include:

- League of Minnesota Cities
- Minnesota Government Finance Officers Association
- Minnesota Society of CPAs
- Government Finance Officers Association
- Wisconsin Government Finance Officers Association
- Great Plains Government Finance Officers Association
- South Dakota Government Finance Officers Association
- Illinois Government Finance Officers Association
- Michigan Government Finance Officers Association
- Ohio Government Finance Officers Association
- Kansas Government Finance Officers Association
- Government Jobs
- GMP Website
- GMP LinkedIn Site

Development of Candidate Database for Direct Mail Invitations – We create a customized *Invitation to Apply* flyer (examples are included) and then develop a database of potential candidates. We will mail letters of invitation to agencies of comparable size and geographical range as appropriate for your desired focus.

Emails to Potential Candidates – We will create and email distribution list to promising finance director and assistant director candidates

Personal Calls by our Lead Consultants – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of finance directors to make them aware of your opportunity.

CANDIDATE EVALUATION & PRESENTATION

Candidate Application Materials

- **Application** – Candidates are asked to submit a cover letter, application, resume, and five professional references of peers, subordinates and supervisors.
- **Communication** – We provide you with a summary of the advertising strategy, number of applications, and number of candidates we selected for a preliminary interview.
- **Review of Applications (if requested)** – Occasionally some clients wish to review all the application materials prior to our selection of candidates for a preliminary interview. We are happy to facilitate this if desired.

Preliminary Candidate Interviews – Once a candidate has indicated an interest in the position, we complete a multi-step screening:

- **Review** – Evaluate all candidate application materials
- **Select** – Identify the most promising candidates for a preliminary interview
- **Research** – Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Interview** – Your lead consultant conducts an in-depth preliminary interview with the most promising candidates
- **Summarize** – Provide a written summary of our observations of each candidate's strengths, weaknesses and potential fit with your agency
- **Recommend** – Provide recommendations on each candidate for further consideration

Work Session – We meet with you to review the results of the preliminary interviews. Our goal is to provide comprehensive information on each of the most promising candidates, providing you with the needed data to make quality decisions on each applicant.

- **Deliverables** – Prior to the meeting, we provide with sufficient time to review:
 - **Candidate Packets** that include their cover letter, resume, supplemental questions, our consultant's interview notes, and internet search results
 - **Candidate Summary Sheet** with a snapshot of each candidate and consultant's recommendations
- *(If requested)* A complete file of remaining candidates' application materials
- **Candidate Review** – We review and discuss each candidate's materials and interview results
- **Finalist Candidate Selection** – You select those candidates to move forward for a final interview
- **Final Interview Design** – We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring our process to fit your needs
- **Coordinate Candidate Travel** – We identify which candidate travel expenses you wish to cover
- **Interview Questions** – Identify any interview topic areas of interest from which we can develop potential interview questions

FINAL INTERVIEWS & CANDIDATE SELECTION

Prior to the final Interviews we:

- **Conduct Reference Checks** – We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** – Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements and ensure the candidate has information regarding their interviews and times.

- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for your review for each advisory panel (if used)
- **Provide Final Interview Materials** – Provide finalist packets for each candidate in a PDF file for printing by your agency as well as the master schedule
- **Coordinate Final Interviews** – We will work hand-in-hand with your team to coordinate all of the details of conducting the final interviews

Final Interviews

- **Facilitate Final Interviews** – Your lead-consultant will be on site to facilitate the final interview process
- **Facilitate Panel Debrief** – After interviews are complete, we facilitate a debrief with all advisory panels on each candidate's strengths and areas needing support as information for your hiring authority
- **Candidate Evaluation** – As needed, we facilitate your evaluation of the candidates and potential consensus on a preferred candidate, including any additional candidate referencing or research

Candidate Selection & Appointment – Once you have identified a preferred candidate, we:

- Facilitate and identify potential contract elements with you
- Assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- *Celebrate the selection of your new Director of Finance!*

RECRUITMENT SCHEDULE EXAMPLE (FULL RECRUITMENT)

Full Recruitments take approximately 90 days to complete.

Kickoff Meeting		City & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Week 3-7	GMP: Post online ads; send direct mailing
First Review	Week 8-9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & City: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	City: Hosts finalist interviews City: Makes hiring selection

PROFESSIONAL REFERENCES

City of Blaine, MN

Michelle Wolfe, City Manager
mwolfe@blainemn.gov
763 785 6121
Finance Director
Human Resource Manager

City of Brainard, MN pop. 14,750

Kris Schubert - Human Resource Director
kschubert@ci.brainard.mn.us
218 828 2307
City Administrator
Utilities Director

City of Golden, CO

Scott Vargo – City Manager
svargo@cityofgolden.net
303 384 8010
Finance Director – in progress

City of North Branch, MN pop. 12,117

Kevin Schieber, Mayor
kevins@ci.north-branch.mn.us
763-443-5951
City Administrator - recently completed

PROFESSIONAL FEE

The fee for conducting a Director of Finance Search is \$18,000 plus expenses.

The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (\$1,600 – 2,200 est.)
- Direct mail announcements (\$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$82.50 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for only a \$750 administrative fee plus expenses.

FINANCE SEARCHES CONDUCTED OR MANAGED BY GMP CONSULTANTS

City of Apple Vally, MN

Finance Director

City of Ashland, OR

Finance Director

City of Arlington, WA

Finance Director

City of Avon, CO

Finance Director

**Beacon Hill Water and
Sewer District, WA**

Accounting Clerk

**City of Bainbridge Island,
WA**

Deputy Finance Director

Finance Director

City of Bandon, OR

Finance Director

City of Battle Ground, WA

Finance Director

City of Bend, OR

Accounting Manager

Performance Analyst

Assistant Finance Director

Ben Franklin Transit, WA

Financial Services Director

Administrative Services

Manager

City of Blaine, WA

Finance Director

City of Blaine, MN

Finance Director

City of Black Diamond, WA

Finance Director

City & Borough of Sitka, AK

Controller

City of Bremerton, WA

Director of Financial Services

City of Blaine, MN

Finance Director

Bonner County, ID

Accountant

City of Chehalis, WA

Finance Manager

City of Cle Elum, WA

City Treasurer

City of DuPont, WA

Finance/Support Services
Director

City of Duvall, WA

Finance Director

City of Enumclaw, WA

Finance Director

Enumclaw Fire District, WA

Finance & HR Specialist

City of Federal Way, WA

Finance Director

City of Ferndale, WA

Finance Director

City of Fife, WA

Finance Director

City of Fircrest, WA

Finance Director

Gunnison County, CO

Chief Financial Officer

City of Golden, CO

Finance Director

City of Hermiston, OR

Finance Director

City of Issaquah, WA

Finance Director

Deputy Finance Director

City of Kenmore, WA

Finance Director

City of Kent, WA

Finance Director

City of Leavenworth, WA

Finance Director/City Clerk

City of Lincoln, NE

Budget Officer

Finance Director

City of Lincoln City, OR

Finance Director

City of Littleton, CO

Finance Director

City of Lynnwood, WA

Finance Director

City of Madris, OR

Finance Director

City of Maple Valley, WA

Finance Director

City of Medford, OR

Chief Financial Officer

City of Minot, ND

Finance Director

City of Moab, UT

Finance Director

City of Moses Lake, WA

Finance Director

City of Mukilteo, WA

Finance Director

City of Normandy Park, WA

Finance Director

City of North Bend, WA

Finance Director

City of Olympia, WA

Public Works Finance

Manager

City of Pacific, WA

Lead Finance Technician

**City of Palos Verdes Estates,
CA**

Finance Director

City of Pasco, WA

Finance Director

City of Phoenix, OR

Finance Director

City of Port Angeles, WA

Finance Director

City of Port Townsend, WA

Finance Director

City of Prosser, WA

Finance Director

City of Renton, WA

Administrative Services Mgr

City of Salem, OR

Chief Accountant

Chief Financial Officer

City of Sandy, OR

Finance Manager

City of Sedro-Woolley, WA

Finance Director

City of Shelton, WA

Finance Director

City of Sheridan, WY

Finance Director

City of Shoreline, WA

Administrative Services
Director

City of Snohomish, WA

Finance Director

City of Snoqualmie, WA

Chief Financial Officer

City of Spokane Valley, WA

Finance Director

City of St Helens, OR

Finance Director

City of Stanwood, WA

Finance Director

City of Sunnyside, WA

Finance Services Director

Deputy City

Manager/Finance Dir

City of Tacoma, WA

Accounting Services Division
Manager

Finance Director

City of Vancouver, WA

Budget & Planning Manager

City of Walla Walla, WA

Finance Manager

City of Woodburn, OR

Finance Director

City of Yakima, WA

Director of Finance & Budget

Clackamas Fire District, OR

Finance Director

**Covington Water District,
WA**

Controller

Finance Director

Curry County, OR

Finance Director

Deschutes County, OR

Finance Director

Douglas County, OR

Deputy Finance Officer

Chief Financial Officer

**Elmhurst Mutual Power and
Light, WA**

Director of Finance

Graham Fire & Rescue, WA

Chief Financial Officer

Gunnison County, CO

Deputy Chief Financial
Officer

**Jefferson County PUD No.1,
WA**

Controller

**King County Housing
Authority, WA**

Finance Director

King County Sheriff, WA

Chief Financial Officer

Kittitas County, WA

Chief Accountant/Budget
and Finance Director

Klickitat County, WA

Senior Accountant II

Chief Accountant

**LOTT Clean Water Alliance,
WA**

Finance Manager

**Mountain View Fire &
Rescue**

Finance Manager

Snohomish County, WA

Finance Director

Spokane Fire Dist. 8, WA

Finance Manager / Executive
Assistant

Town of Erie, CO

Finance Manager

Accounting Manager

**Whatcom Transportation
Authority, WA**

Finance Director

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com. Copyright © 2025 by GMP Consultants. All rights reserved.



FINANCE DIRECTOR

CITY OF BLAINE, MINNESOTA



Why Apply?

This is an exciting opportunity to help shape the future growth of the city of Blaine, one of Minnesota's fastest growing suburban cities. With a current population of 70,979, Blaine is projected to reach 85,000 by 2030. This is an inviting community and a destination for nearly 7 million visitors a year. The City is well-managed with a strong and experienced department head team and enjoys a AAA bond rating. Blaine has a history of supportive councils and a strong Council-Staff relationship. This is a great opportunity for a forward-thinking, solutions-oriented individual to join a growing community and participate in exciting and career-defining projects.

Welcome to BLAINE

Blaine, MN (pop. 70,979), the 10th largest city in the state, is one of the fastest growing cities in Minnesota and the largest in Anoka County. Situated just 13 miles from both downtown Minneapolis and St. Paul, Blaine is one of the metro area's largest suburbs.

Since its incorporation in 1964, Blaine has rapidly grown from a small rural community to a booming business and residential center. Blaine consists of 34 square miles of pristine wetlands and preserved woodland areas made even more appealing by attractive residential areas, viable industrial and commercial business parks, and thoughtful planning.

Blaine has over 2.5 million square feet of commercial development making it a regional hub for retail activity in the metro north area. Shopping options include the 1.3 million square foot regional Northtown Mall, National Market Center, Northcourt Commons Victory Village, and Village of Blaine. Blaine has eleven industrial parks and is home to nearly 1,500 businesses, including the corporate headquarters of Aveda Corporation, Bermo, Inc., Dayton Rogers Manufacturing Company, and Infinite Campus, a software development company. The Anoka County Airport is located in Blaine and is the Metro Area's busiest reliever airport.

Blaine is also home to Minnesota's Olympic-class training facility, the National Sports Center (NSC). The NSC is host to the USA Cup, which brings over 1,150 teams each summer from across the globe. Also, the NSC has the Schwann's Super Rink, eight Olympic sized ice sheets under one roof. The NSC draws over 4 million people to Blaine each year.



In 2000, the City saw the opening of the new Tournament Players Club (TPC) of the Twin Cities, a private 18-hole professional golf course, designed and owned by the PGA. This course is home to the 3M Open, a PGA Tour event that attracts 120,000 spectators annually. Also in Blaine is the Four Season's Curling Club, an Olympic training facility for curling.

The City of Blaine has 65 parks encompassing 753 acres of land. Blaine has many larger community parks that contain major athletic facilities, picnic areas and natural environment resources characteristic of Blaine. Over 75 miles of trail corridors interconnect parks, schools and open spaces. There is also an extensive City-County trail system with connections to County parks, pool facilities, campgrounds and nature parks. Blaine has 826 acres of open space land which includes 521 acres for the Blaine Wetland Sanctuary.

The City of Blaine is served by three school districts (Anoka-Hennepin #11, Centennial #12, and Spring Lake Park #16) with over 11,800 local students, as well as one community college. The University of Minnesota, the University of St. Thomas and six other colleges/universities are within easy commuting distance from Blaine.





BlaineMN.gov

THE CITY OF BLAINE

The City of Blaine operates as a Home-Rule Charter City and is governed under the Council-Manager form of government. The City Council is a seven-member elected body with the Mayor elected at-large for a four-year term.

Councilmembers are elected for four-year staggered terms on a Ward basis. The City has three Council Wards with two councilmembers representing each district. Only one of the two ward representatives is up for re-election in any given year. The Mayor and Council are elected on a non-partisan basis.

The City Council appoints the City Manager who serves as the City's Chief Administrative Officer responsible for the day-to-day management of the City, its operations and overall financial administration/condition.

The City operates with a 2023 total budget of \$72.5 million, a General Fund budget of \$41.6 million, and a staff of 230 FTEs. As part of the north metro area, Blaine is a full-service community and also enjoys several regional services, including being a member of a regional fire service.

Several commissions and committees support municipal government including, but not limited to, the Charter Commission, Parks Advisory Board, Planning Commission, Senior Advisory Committee, National Resource Conversation Board, Traffic Commission and Special Board of Review.

DEPARTMENTS

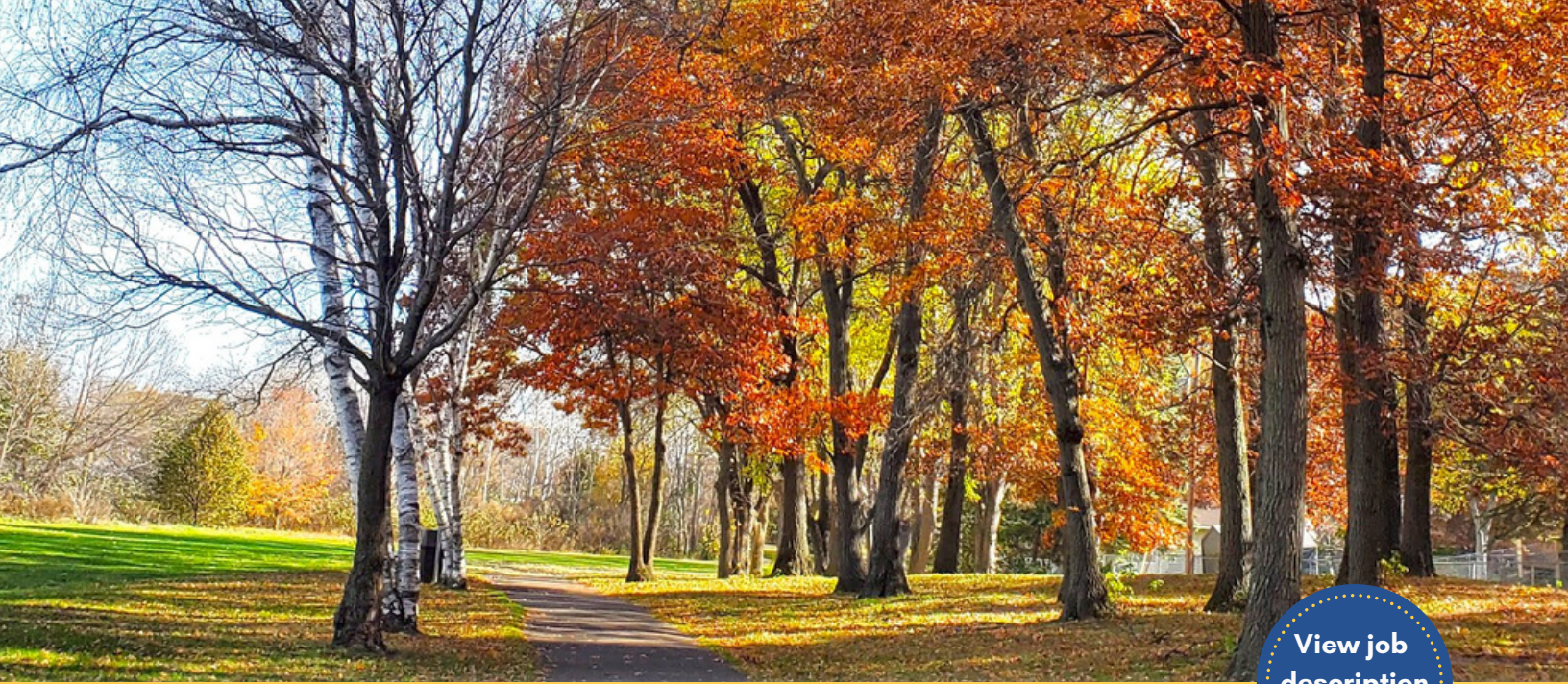
- Administrative Services
 - Human Resources
 - City Clerk
 - Communications
- Community Development
 - Planning
 - Building Inspections
- Finance & Technology
 - Information Technology
- Parks and Recreation
 - Senior Center
- Safety Services
 - Police
 - Community Standards
- Public Works (Streets, Parks, Water, Storm/Sanitary Sewer, Fleet)

**FULL-TIME
EMPLOYEES**
230

2023 BUDGET
\$72.5 million

AREA
34 square
miles

POPULATION
70,979



View job
description
[here](#)

THE FINANCE DIRECTOR

Under the general supervision and direction of the City Manager, the Finance Director will oversee a multi-division department that is intended to provide and maintain dependable, cost effective, and high-quality finance and technology services to City customers. The Director of Finance provides leadership in the planning, coordinating, directing, communicating, and evaluating a comprehensive finance/technology program consistent with City Council policies, federal, state, and metropolitan regulations. The Director is also a valued member of a six-member department head team.

THE IDEAL CANDIDATE

- A strong advocate in supporting the Finance Department's ability to meet the needs of a rapidly growing community with increasing service delivery pressures and budgetary expectations.
- A strong understanding of economic development financing strategies and the ability to think creatively with staff and developers to find successful approaches for significant and complicated development projects.
- A solutions-focused and articulate leader with excellent presentation skills and the ability to communicate complicated financing concepts in a way easily understood by Council, Staff, and the general public.
- Capable of leading in a fast growth environment with attention to building staff capacity, ensuring long term financial integrity, and strengthening technology infrastructure to keep pace with long-range strategic goals and community expectations.
- An approachable leader with strong emotional intelligence who can be direct and compassionate with an existing strong departmental team.
- Understands the big picture and can translate it into a long-range plan with measurable outcomes that demonstrates progress.
- Supports collaboration and partnerships and can build trust in strengthening existing and new service delivery relationships.
- Strategically focused with the ability to prioritize issues and projects, and effectively communicate and delegate responsibilities.
- A seasoned professional who can hit the ground running and quickly align with the current departmental and organizational team.

OPPORTUNITIES & CHALLENGES

Financing Future Growth – Blaine is an exciting local and regional environment that is expected to continue experiencing substantial commercial and residential growth, including several significant development projects. These investments and visitor traffic require a thoughtful long-range financial strategy, along with impact assessments on future service delivery demands.

Maintaining AAA Bond Rating – Blaine has been awarded a AAA bond rating by Standard and Poor's, which reflects a financially sound and well-managed Finance Department and organization. Maintaining this status and reputation are a top priority.

Strong Organizational Culture – The City of Blaine has a positive organizational culture with strong support and respect from the City Council for the City Manager and staff. The current department head team is tenured, strong, and energized about the future of the community.

Internal Finance Policies and Practices – As a rapidly growing community, the impact on local resources is continually requiring reassessment and adjustment. An important priority will be to review and update financial policies, procedures, and practices to ensure that the community's long-range financial operations remain sound and long-term needs are anticipated. This includes reviews of fund balance policies, purchasing procedures, cash management and forecasting, deferred maintenance planning, special assessment practices, and establishing an internal charge back system.

Staffing and Organizational Development – Blaine's finance department is highly functional. A high priority for the new FD will be the development of a long-range staffing plan to ensure this functionality remains and that Finance continues to deliver exceptional services to the community and staff.

Long-term Capital Financial Planning – Like many communities, many of Blaine's facilities and infrastructure are aging and poised for renewal and revitalization. It is an area that requires continual assessment to stay current with community needs, resident expectations, and staffing needs. Developing a successful program to address maintenance assets and infrastructure will be an important priority.

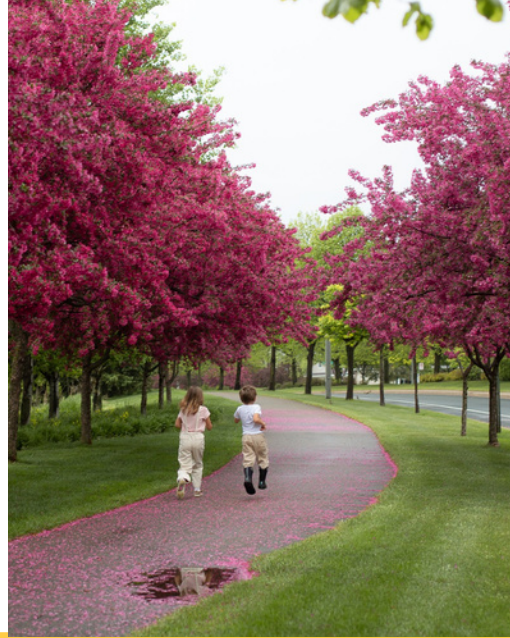


EDUCATION & EXPERIENCE

A bachelor's degree in accounting, finance, or related field (master's degree preferred); six years of governmental accounting or finance related experience (municipal experience preferred); five years of supervisory experience; and a valid driver's license. Or any equivalent combination of knowledge, skills, and abilities necessary to perform the work.

COMPENSATION & BENEFITS

The City of Blaine is offering an annual salary range of \$144,66 to \$188,032 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.



RESOURCES

[City of Blaine](#)

[2023 City Budget](#)

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[2020-2023 City Strategic Plan](#)

[Finance Functional Org Chart](#)

[Metro North Chamber of Commerce](#)

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BlaineMN.gov



TO APPLY

Apply Online: gmphr.com

First Review: **May 22, 2023**

More Info: Matt Fulton, GMP Consultants
mfulton@gmphr.com / (651) 242-2422





WHY APPLY?

This is an exciting opportunity for a strategic, detail-oriented Finance Director to join the City of Apple Valley and lead their financial strategies, enhance fiscal responsibility, and support the City’s development.

With a strong focus on innovation, family values, safety, and community engagement, Apple Valley is a thriving, forward-thinking city. The City of Apple Valley invites you to become a part of the exceptional leadership team that plays a crucial role in making Apple Valley an outstanding place to live, work, and play for generations to come.

Dear Colleague,

GMP Consultants is assisting the **City of Apple Valley**, MN in finding a **Finance Director**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006



Greg M. Prothman, President
greg@gmphr.com / 206-714-9499



ABOUT APPLE VALLEY

With a growing population of over 56,000, Apple Valley is a vibrant and welcoming city celebrated for its exceptional quality of life, strong community spirit, and commitment to residents.

Located in the heart of the Twin Cities metro area, Apple Valley offers residents convenient access to major highways, making it easy to commute to surrounding areas while enjoying the comforts of suburban living. Residents can enjoy nearby attractions like the Mall of America, just a 10-minute drive away, and the renowned Minnesota Zoo, located right within the city limits.

The City is frequently recognized as one of the best places to live in Minnesota and the U.S., and it proudly earned the prestigious title of “City of the Year” from the Minnesota Real Estate Journal in 2023. Apple Valley has annually earned and maintained two triple-A bond ratings, demonstrating the city’s financial stability and helping to ensure affordable tax rates for its residents, while continuing to invest in community improvements.



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THE FINANCE DIRECTOR

The Finance Director manages the City’s financial operations, ensuring fiscal integrity and supporting strategic goals. Reporting to the City Administrator, this role is essential in guiding financial strategy, budget preparation, and investment management. The Finance Director advises City leadership on economic trends and financial impacts for long-term planning.

Primary duties include developing financial reports, responding to departmental requests for financial analysis, and advising on budget matters. The Finance Director prepares budget materials, collaborates on budget requests, and leads the final budget proposal for Council approval. This role also directs City investments, evaluates financial performance, and oversees finance staff responsible for accounts payable, utility billing, and audits.

EDUCATION & EXPERIENCE

The minimum requirements include a bachelor’s degree in public finance, accounting, or a related field, and 5-7 years of progressively responsible experience in financial or public finance management, including supervisory roles. Candidates should possess a solid understanding of municipal financing and accounting procedures, along with strong skills in decision-making, problem-solving, communication, and supervision.

PREFERRED QUALIFICATIONS

- CPA, CPFO, CMA, or a master’s degree in finance.
- Knowledge of Tax Increment Financing and other public financing options.

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Salary Range: **\$134,280 to \$179,041** annually DOQ

Screening Applicants Until: **May 11, 2025, APPLY SOON!**

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