



The Town of Carrboro, North Carolina

Invites You to Apply for the Position of
Director of Finance

The Town of Carrboro, North Carolina is a progressive small town of 20,984 diverse and well-educated citizens, located adjacent to the Town of Chapel Hill, the University of North Carolina in North Carolina's Research Triangle Park region. The Town, affectionately referred to as the "Paris of the Piedmont" takes pride in being known as a community rich in cultural and economic diversity and is known for its participatory government and is welcoming to a wide range of ideas and creative solutions.

Carrboro, which was settled in 1882 around a railroad spur of the State University Railroad, has had several names and was first known as 'West Of' because of its geographical location west of Chapel Hill. When Tom Lloyd built the Alberta Cotton Mill, the Town changed its name to Lloydville; but was incorporated in 1911 as Venable in honor of the University's then- president, Francis Preston Venable. The Town made its final name change two years later in honor of Julian Shakespeare Carr, owner of a local textile mill. For the first fifty years after its incorporation, Carrboro remained a small mill town with a slow, steady pace of growth. In 1960, approximately 2,000 people lived in the Town and by 2010 the Town's population had grown to over 19,000 residents. The Town, through purposeful planning still retains its small-town flavor, creative and independent community spirit.

Carrboro and its citizens are uniquely committed to sustaining the local economy through active participation and patronage of local businesses. The Town is also a community which values alternative forms of transportation and has a long range plan to provide bike lanes on all state road improvement projects and on all collector roads. Because of its commitment to alternative forms of transportation, the Town is one of seventy-five (75) communities in the nation that has been awarded the second highest "Silver Level" Bicycle-Friendly Community designation by the American League of Bicyclists. In addition, the Town allocates \$1.4 million annually toward fare-free transit for Town residents to reduce reliance on automobiles and to create a system of public transit, walking, and biking. The community also is engaged in an aggressive program to construct sidewalks and greenways to increase the safety and convenience of walking throughout the Town's neighborhoods, schools, bus stops, shopping areas, and recreational facilities.



Educational Opportunities

Established in 1909, the Chapel Hill-Carrboro City Schools (CHCCS) is one of two public school systems in Orange County. The CHCCS school system employs 1,885, and has one of the highest percentages of graduating seniors in North Carolina. Ninety-two percent (92%) of the graduating class of 2010 moved on to attend two-year or four-year colleges. The CHCCS school system also has the state's highest district wide SAT score; 1,194. It eclipses the state's average SAT score of 1,008 and the national average of 1,017. The district operates three high schools, four middle schools, ten elementary schools, a school for youth being treated at UNC Hospital, and an alternative high school. It serves more than 11,700 students.

Carrboro is adjacent to the University of North Carolina at Chapel Hill, chartered in 1789 and opened in 1795. UNC was founded as the nation's first state university and was the only public university to award degrees in the eighteenth century. UNC offers academic programs that include but are not limited to business, dentistry, education, law, medicine, nursing, public health and social work. Offerings include 77 bachelors', 109 masters', 66 doctorate and six professional degree programs through 14 schools and the College of Arts and Sciences.



Healthcare

Carrboro residents enjoy a wide range of health care opportunities through a variety of local institutions, such as the University of North Carolina Health Care System and Piedmont Health. The University of North Carolina Health Care System is a not-for-profit, integrated system, which furthers the teaching mission of the University of North Carolina. It provides state-of-the-art patient care and is a nationally recognized research institution. UNC Hospitals, the cornerstone of UNC Health Care, works with more than 37,000 patients at the 803-bed facility each year. The Lineberger Comprehensive Cancer Center, one of 40 National Cancer Institute-designated centers in the United States, is located at UNC's North Carolina Cancer Hospital. The cancer hospital opened in 2009 and offers the full spectrum of cancer services in a single location.

Piedmont Health was founded in 1970 by a group of health care professionals at the University of North Carolina at Chapel Hill and local community members concerned with access to primary healthcare in the community. Carrboro Community Health Center was one of three centers that began Orange-Chatham Comprehensive Health Services Incorporated (OCCHS) in 1970. The OCCHS was formed to provide comprehensive health services and education to all segments of the community, with special emphasis on the segment of the population receiving inadequate health care or whose access to services were restricted. Well into its fortieth year, Piedmont Health continues to serve the community with complete, quality healthcare.

Local Economy

Carrboro's center of commerce has evolved from a textile manufacturing hub to one with thriving small office and home office businesses amid a community of skilled trade, teaching, and medical personnel. In 2010, Orange County, which includes Carrboro, had the lowest unemployment rate in the state. The current unemployment rate within the Town is 4.0%. The relatively stable employment base can be largely attributed to jobs provided by the University of North Carolina at Chapel Hill, the University of North Carolina Health Care System, and Research Triangle Park. All three continue to contribute to the Town's stable employment base and overall positive economic conditions.



The Town's commercial base is primarily retail with some service-oriented businesses. Carrboro has recently embarked on an aggressive program of growing sustainable local businesses as its primary focus for the creation of new jobs.

Recreation and Community Culture

Carrboro is rich in a wide range of locally focused activities that are geared to the Carrboro lifestyle. Created in 1977, the Carrboro Farmer's Market features local organic produce, locally produced cheeses, baked goods, and handmade crafts. It's recognized as one of the best Farmer's Markets in North Carolina. All items sold at the market must be produced within a 50-mile radius of Carrboro and the Market links area farmers directly with customers, thus helping the area's economy and preserving local farm tradition. For the past nine (9) years the Market has held the Annual Chefs Event—a

celebration of the partnerships between area restaurants and market farmers. Coupled with promoting a walkable and bikable community, the Town and its citizens demonstrate a strong environmental ethic that underlies the Town's projects and its decision making processes and policies.



There are numerous opportunities for citizens to experience the arts in Town, with many galleries within walking distance of one other (see www.walkcarrboro.com for more information). Art related activities include receptions at local galleries during the 2nd Friday Art Walk, performing artists at the world famous Cat's Cradle, or a wide variety of classes, internationally and nationally recognized concerts, theatrical productions, and exhibits at The ArtsCenter. Other art offerings include the Carrboro Music Festival, the West End Poetry Festival, and an annual film festival. Carrboro is home to two music venues that host national and regional acts.

The Town also offers a wide variety of recreation programming for adults and youth and eight (8) park or play facilities for outdoor enjoyment, conveniently located throughout the community. From the fifty-four (54) acre Anderson Community Park to the smaller neighborhood parks, Carrboro provides outdoor facilities for a variety of leisure experiences that include biking, horseshoes, tennis, softball, fishing, walking, and picnic areas. The Town Commons, located adjacent to Town Hall, has two (2) pavilions and a lighted band stand. It is used mainly as a community meeting place for recreational activities, community events, and markets.

Orange County currently operates three (3) libraries; two of which are located in Carrboro. The Carrboro Branch, located in the downtown Carrboro Century Center, provides access to computers and wireless internet, along with a limited rotating collection of bestsellers, audio books, and periodicals.

Carrboro Town Government

The Town of Carrboro operates under a council-manager form of government under a state approved Charter and the laws of the State of North Carolina. The governing body of the Town, the Board of Aldermen, consists of a Mayor and six Aldermen. The Mayor, who is elected every two years, presides at all meetings of the Board and votes on all issues along with other Board members. Aldermen are elected for staggered terms of four years. Town departments include: Economic and Community Development, Finance, Fire-Rescue, Human Resources, Recreation and Parks, Police, Planning, Public Works, and Information Technology and include 156.5 full-time equivalent employees who provide a high level of professional service to Carrboro's residents. The Town's total general fund operating budget Fiscal Year 2015-2016 is \$21.57 million.

Strategic Priorities for the Town of Carrboro

The Board of Aldermen has adopted a series of Strategic Priorities which are directly related to the Town's departments and their annual work programs. The priorities which are revisited by the Board, Manager and staff annually serve as a guide for improvements in the community and include:

- Diversify the Town's revenue stream to maintain ethnic and economic diversity
- Protect historic neighborhoods and maintain Carrboro's unique identity
- Improve walkability and public transportation
- Encourage development that is compact, dense, and appeals to diverse lifestyles and incomes
- Enhance and sustain quality of life/place issues for everyone

The Town of Carrboro's Finance Department

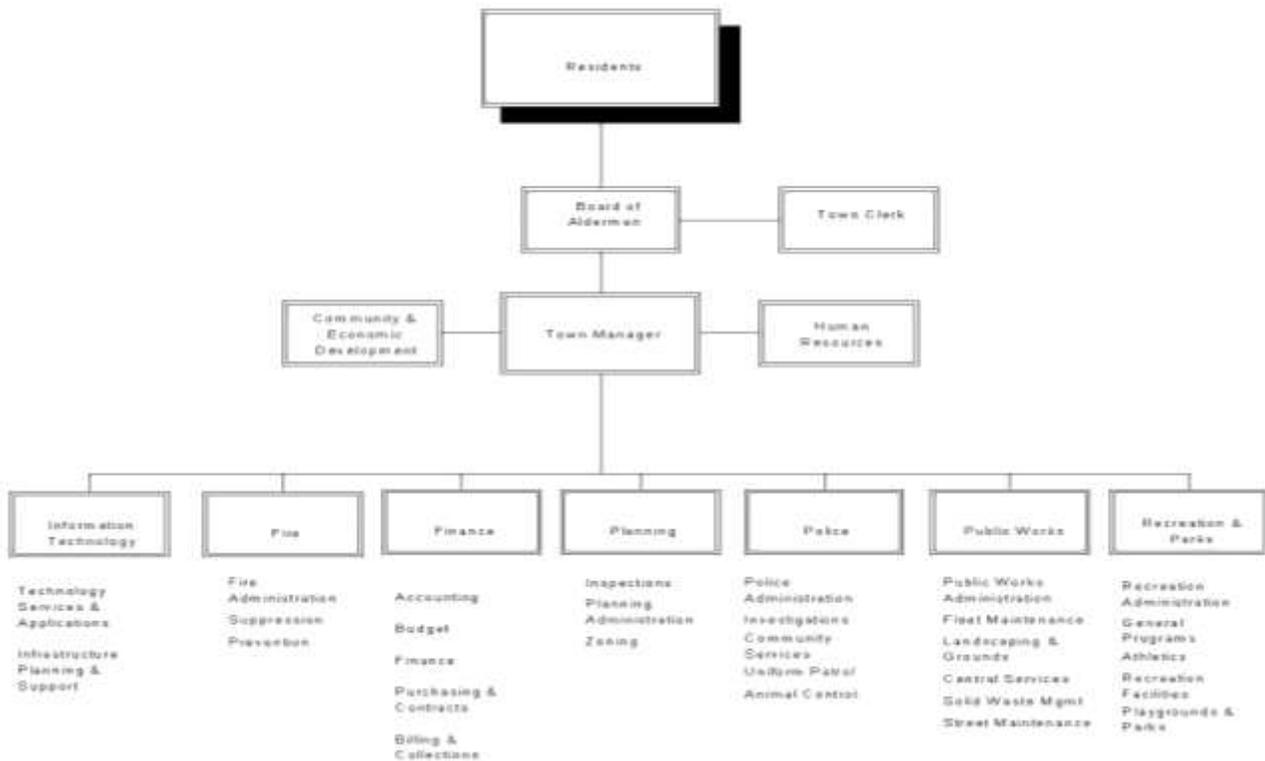
The Town's Finance Department includes a staff of six (6) and oversees financial management support for delivery of town-wide services through the administration of financial, budget, payroll, accounts payable, billing and collections and project development through best practices. The Department is also engaged in coordination of the Town's annual independent audit and CAFR, coordination and development of the Town's operating and capital budgets, billing for Town services, cash management and Town investments, and purchase order management. The Town has achieved a AAA bond rating. The Finance Department uses Munis software for budget, on-line internal bill paying, and accounts payable. In addition, the Finance Department oversees management of three (3) revolving loan funds for business development and energy conservation, funded through a Community Development Block Grant, including both billing and collections within the 'micro-loan' program. The Department has achieved the 'Award of Excellence' from the Government Finance Officers Association for both its annual budget and CAFR.

Future Challenges and Opportunities for the New Finance Director

Carrboro's new Finance Director will be faced with a variety of challenges and opportunities which will include:

- Development of balanced Operations and Capital budgets with limited revenues and other financial resources
- Development of financing options for the funding of future Capital improvement projects
- Preservation of Town Bond Ratings
- Integration of the Town's Munis software into other workflow areas such as Payroll, Development Services, Human Resources, Planning, and Parks and Recreation
- Attains Distinguished Budget and Certificate of Excellence Awards

Town of Carrboro, North Carolina Organization Chart



To learn more about the Town, please visit their website <http://www.townofcarrboro.org/>.

Town of Carrboro, North Carolina

Director of Finance

The Finance Director's Position

Carrboro's Finance Director is a key member of the Town's Management Team and is responsible for all aspects of the Town's financial operations. The Director reports directly to the Town Manager and serves as Chief Budget and Financial Officer for the Town and as ex-officio member of the Town's Tourism Development Authority. He or she has day-to day responsibility for managing a professional staff of five, and full authority for planning, organizing and managing the business and financial affairs of the Town.

Education and Experience

The position requires a Master's degree in Finance, Accounting, Business or related field; supplemented by extensive and progressively responsible management experience in municipal finance; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform a wide range of functions assigned to the position. Successful candidates will be a strong and strategic leader with significant experience in financial policy and debt management/financing, budget development and administration, financial policy evaluation and development, cash management and investment, general accounting, employee supervision, financial reporting and audit planning procedures required by North Carolina General Statutes, Generally Accepted Accounting Principles (GAAP) and other State and Federal Financial reporting guidelines. Certification as a North Carolina Local Government Finance Officer is desirable.

Experience, Knowledge and Skills

Administrative Ability: Must have demonstrated positive performance in management of staff and the ability to select well-qualified and motivated personnel, when needed. Good communication skills are a must, including the ability to listen, communicate with, and develop and maintain excellent relations with all segments of the community, the Town Manager, members of the Board of Alderman and Town staff. The successful candidate will be willing to devote the appropriate time necessary to achieve the vision and goals established by the Town Manager for the Finance Department. Must be able to work with a wide variety of local, state, and federal agencies in coordinating programs and meet reporting deadlines and financial reporting requirements.

Board of Alderman/Town Manager Relations: Ability to take time and interest in working with the Town Manager and elected officials to keep them informed and to explain technical financial concepts related to Town issues. Should be able to adequately inform the Town Manager of changes in financial conditions on a regular basis to enhance stability and avoid surprises. Both written and oral communications with the Town Manager, Department Heads, and elected officials are essential. The successful candidate must be able to accept constructive criticism and to implement needed changes where identified by the Town Manager. Candidate must be open and honest with the Manager and able to present all sides of finance related issues that affect the Town. The individual should be able to interpret and enthusiastically carry out the Department's goals and objectives as identified by the Board of Alderman and Town Manager, and be willing and able to develop successful working relationships with the Town Manager, elected officials, other Town staff and residents.

Budget and Finance: Must have a demonstrated record or knowledge of planning, developing, organizing, implementing, and coordinating accounting and financial services activities for a comparable organization with multiple fund accounts. Knowledge and preparation of public finance policies related to debt issuance and management, fund balances, and capital plans are an important criterion. Should have demonstrated, significant experience in successfully preparing and managing a government, or private sector budget of a comparable size, and have considerable knowledge of capital budgeting and associated accounting procedures. Experience in expanding the use of financial software and integrating various components into the Town's current business operations, to gain a higher level of accuracy and efficiency is a plus.

Community/Public Relations: Candidate must have an interest in providing a high level of service to the public or customer base of the community. Candidate should be able to present a confident image of the Town and its finances to the community at large. The candidate must also be able to demonstrate successful past performance in effectively communicating and developing effective working relationships with all facets of the community.

Intergovernmental Relations: Must be able to work in an open, honest, and cooperative manner with Town officers and outside agencies. Must be able to relate to, and develop, good working relationships with other local, state, regional, and federal agencies. Knowledge of accounting principles related to state and federal grants is an important skill set for the position.

Management Style, Abilities and Personal Traits

- Thorough knowledge of administrative practices, laws and regulations related to local government finance
- Develops clear and concise reports and compiles and analyzes financial statements and reports for the Town
- Detailed knowledge of debt issuance and debt monitoring process
- Clearly understands and tactfully explains the role of the Town in complex finance related issues
- Well-versed in use of technology and its current and future importance to the Town and its financial operations
- Critical thinker who provides no surprises to the Town Manager, elected officials and staff
- A “hands on” team oriented department head; willing to communicate with and assist employees and other departments in financial matters
- Develops and maintains good public relations with the Town Manager, Town staff and the Board of Alderman
- Embraces ideas from outside sources; ability to communicate with various customers, groups and agencies openly
- Highly motivated to provide excellent internal and external customer service
- Good analytical skills; creative; an idea person
- Self-starter, hard working
- Delegator to staff, managing projects and training along the way
- Cognizant of role as a public servant
- Ability to manage with confidence; courage to do what’s right, even in the face of adversity

Compensation and Benefits

The salary for the position is negotiable within a range of \$73,796 -\$120,103, dependent upon education and experience. Excellent benefit package includes participation in the North Carolina Local Governmental Employees Retirement System, Town contribution to an independent 401(k) program for employees, paid gym membership, paid observed holidays, vacation, and sick leave, group life insurance, a very generous health insurance plan, as well as and vision coverage for eyeglasses and contact lenses annually. Professional dues and conference expenses are also provided. Moving and relocation expenses, and the transfer of vacation and sick leave balances from current employer may be negotiated with the Town.

Application and Selection Process

The application deadline for the position is **July 22, 2016**. To be considered, please submit your cover letter, résumé with salary history, and five (5) professional references online at <https://waterscompany.recruitmenthome.com>. Following the filing date, résumés will be screened by Waters & Company based on the criteria established by Carrboro. The Town will review recommended candidates who most closely meet the established criteria. For more information, please contact John Anzivino at Richmond@waters-company.com.

The Town of Carrboro is an Equal Opportunity Employer