



**ASSISTANT DIRECTOR
OF FINANCE**
City of Kyle, Texas

Recruitment Services Provided By



About Kyle

Kyle, Texas, one of the fastest-growing cities in the United States, is poised to become the largest city in Hays County in the coming years and is currently ranked as the second fastest-growing city with a population of over 50,000 in the nation. With over 62,500 residents, Kyle's rapid development and its location in the heart of the Texas Innovation Corridor make it an ideal place to live, work, and play.

Kyle's growth is powered by diverse industries, from high-tech manufacturing to professional services and recreation. The city is undergoing significant infrastructure improvements, including the expansion of its parks and green spaces and implementation of the \$294 million Road Bond passed in 2022 to decrease congestion and improve overall safety and mobility in Kyle. Future projects, like the upcoming state-of-the-art sportsplex, will offer even more opportunities for recreation and community engagement.

Residents and visitors alike enjoy the balance between modern amenities and access to nature. Kyle boasts a variety of city parks and recreational spaces, perfect for outdoor activities such as hiking, biking, and picnicking. Whether you're exploring Lake Kyle or enjoying a day at Heroes Memorial Park, there's something for everyone. With the Texas Hill Country nearby, activities like river tubing, camping, and fishing are just a short drive away, making Kyle a wonderful place for families and outdoor enthusiasts.

Despite its rapid expansion, Kyle remains true to its core principles—dedication, integrity, and creativity—ensuring that as the city grows, it maintains a strong sense of community. The city's forward-thinking approach and commitment to enhancing quality of life create an environment where both businesses and residents can thrive. With its own unique blend of charm and the convenience of being just minutes from Austin, Kyle offers the perfect place to enjoy life.

The Opportunity

The City of Kyle seeks an experienced and forward-looking municipal budget professional to lead the Budget & Financial Planning Division of its Financial Services Department. As one of the fastest growing cities in the nation, the next Assistant Director of Finance will have exciting opportunities to make lasting impacts.





City Government

Incorporated in 1928, Kyle is governed by a council-manager form of government. The City Council consists of three members elected by district, along with three Council Members and the Mayor who are elected at-large. Each member of the Council is elected to three-year terms, limited to three terms. The City Council appoints the City Manager, City Attorney, and Municipal Court Judge.

The City Manager, along with two Assistant City Managers, provides overall leadership of the City's 432 FTE employees and \$237 million all-funds budget. There are 14 City departments, one of which is the Financial Services Department.

Team Kyle Culture

The City of Kyle culture defines how their employees interact with one another and the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values.

Team Kyle Culture is based on the Core Values (KYLE) listed below:

Knowledge:

Knowledgeable in all aspects of job and City operations; maintains high quality of work; freedom from errors and mistakes. Attends training and development opportunities to stay updated with best practices in the field. Puts forward ideas and acts upon improving efficiency and effectiveness.

Yes-Attitude:

Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

Leading Edge:

Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

Employee Accountability:

Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

Team Kyle leaders are also expected to live by these additional Core Values:

Ability to Manage Performance: Organizes work processes to be effective and efficient; provides employees with the necessary training and resources to get the job done; communicates clear performance expectations and standards to the team and provides formal feedback on performance on an ongoing basis constructively and tactfully.

Develops and Leads an Effective Team: Provides learning opportunities to the team; encourages decision making and accountability; establishes a vision and direction and motivates/inspires the team to follow suit; leads by example..





The Department

The Financial Services Department is responsible for managing the financial affairs of the City of Kyle and providing support to all City departments on financial matters. The Financial Services Department is comprised of two divisions: Accounting & Financial Reporting and Budget & Financial Planning.

Major functional responsibilities of the City's Financial Services Department include:

- Financial Transparency in Financial Management & Reporting
- Financial Planning & Analysis
- Financial Policy Implementation
- Operating & Capital Budget Development
- Property & Utility Rate Development
- Cash Management & Investments
- Accounting & Financial Reporting
- Internal Audit
- Debt Management
- Fixed Assets
- Accounts Payable
- Accounts Receivable

The Budget & Financial Planning Division, for which this Assistant Director is responsible, is staffed with a team to manage CIP including project accounting and reporting and O&M budget development, monitoring, tracking, reporting, and assisting departments. This Assistant Director will be a key player in the planned overhaul of the City's budget development and reporting systems.



The Position

Reporting to the Finance Director, the Assistant Director of Finance is responsible for the planning, organizing, managing, and coordination of daily work activities of the Budget & Financial Planning Division and work units within the City's Financial Services Department. Key responsibilities for the role include:

- Assists in the planning, organization, and development of the City's annual operating and capital budgets including the update of the 5-year capital improvements spending plan.
- Assists in the planning, organization, and development of the City's 5-year financial forecasts including underlying assumptions for the major operating funds.
- Assists in the analysis and development of multi-year funding plans for the implementation of major capital improvement projects.
- Performs analysis of outstanding debt and conducts annual compliance review to ensure compliance with the requirements of the City's debt management policy.
- Assists in the analysis and forecast of annual debt issuances by funding source and type of debt instrument.
- Monitors, tracks, and reports on the monthly revenue and expenditures for budgetary compliance for all reporting funds.
- Assists in the annual review and update of the City's financial policies and the annual approval or reaffirmation of such policies by the City Council.
- Prepares and conducts annual performance evaluations of all assigned staff in coordination with the Department Director. Assists the Department Director in the selection of staff to fill vacant positions. Reviews and certifies time and attendance reporting for all assigned staff.
- Coordinates and assists in the maintenance of updated and accurate information on the website of the Financial Services Department.
- Attends meetings of the City Council, TIRZ Boards, and other City Boards and Commissions, when necessary.
- Always maintains professionalism in the office and when representing the City via phone, emails, virtual meetings, and other forms of communications.
- Performs other duties as assigned by the Director of Finance including special projects or temporary assignments.

Ideal Candidate

The ideal candidate for the position of Assistant Director of Finance in the City of Kyle will possess certain traits and experiences that will lead to success:

- Hands-on experience with municipal budgeting and financial planning is necessary for success in the role, and experience in Texas is preferred.
- An appreciation for data and analysis is key, as the Assistant Director will not only be tasked with growing Kyle's capabilities in this regard, but also in helping its other city departments in the use of financial data and analysis in their operations.
- Fluency with technology and automation are additional areas in which experience is sought, as there are opportunities to streamline procedures. The next Assistant Director will play an instrumental role in retooling the upcoming budget process, which will begin in February.
- Strong communication skills are needed, including public speaking and the ability to translate complex financial terms and concepts into understandable messages.





Qualifications

The following are the minimum qualifications for the position of Assistant Director of Finance:

Education/Training: Graduation with a Bachelor's degree from an accredited college or university in accounting, finance, business administration, or a related field.

Experience: Five years of increasingly responsible financial management and supervisory experience in a municipal or other public agency. Experience in Texas is preferred.

Certifications: CPA and/or CGFO certifications are desirable, but not required.

Salary & Benefits

The salary range for the Assistant Director of Finance is up to **\$173,000**, with placement in the range dependent on qualifications. In addition, an excellent executive benefits package is provided as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Kyle.
- **Insurance:** The City provides excellent insurance benefits for employees including three health plan options, two dental plans, and vision coverage. Additionally, life insurance, short-term and long-term disability, and an Employee Assistance Program are covered by the City. Employees also have the option to purchase additional life insurance for themselves and their dependents.
- **Tuition Reimbursement:** The City will reimburse the covered costs of tuition and books for those who take job related, City career-enhancing credit courses at accredited degree granting colleges and universities.
- **Leave:** The selected candidate will receive vacation and sick leave, 13 paid holidays, 2 floating holidays, and up to 12 hours annually of paid leave to volunteer in community/charitable organizations.
- **Auto Allowance:** The City will provide an automobile allowance of \$375 monthly.

The 2024 Benefits Guide can be found [here](#).





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:

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

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

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

The City of Kyle is an Equal Opportunity Employer.

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