



CITY OF  
**LINCOLN**  
NEBRASKA

**BUDGET OFFICER**  
**\$80,512 - \$134,817**  
*Plus Excellent Benefits*

*Apply by*  
**March 26, 2017**  
*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



As the capital and higher education center of the state, Lincoln is a livable, small city with a diverse economy. The largest employers include state government,

the University of Nebraska, Kawasaki Manufacturing, Bryan Health, St. Elizabeth Medical Center/CHI, Duncan Aviation, and smaller businesses in printing, insurance, and pharmaceutical manufacturing. The university is a great addition to the landscape and the economy, adding 25,000 students and a healthy set of college-town amenities.

The Budget Officer position is an excellent opportunity for a talented public sector finance professional to make a difference in a high-performing organization that employs the use of best practices. This is an excellent opportunity for a proven leader who has the experience to help take an accomplished department to the next level!

## THE COMMUNITY

Lincoln is the capital of the state of Nebraska with a population of nearly 275,000. The city has a historic and vibrant downtown core with numerous offices and residential buildings and is the home of the University of Nebraska. The recently completed Pinnacle Bank Arena is the premier site of many sports and entertainment events located in the Historic Haymarket section of downtown Lincoln. The downtown area offers a wide variety of eating establishments and energetic night life in The Railyard on Canopy Street, which is Lincoln's premier entertainment district. This vibrant venue features 13+ restaurants & bars, live entertainment, a public market, and THE CUBE.

Lincoln boasts 125 city parks, 9 recreation centers, 10 public swimming pools, 5 public golf courses and over 131 miles of hard surface and crushed rock trails. Being outdoors is a fundamental part of life in Lincoln! Spectator sports include USHL Tier 1 hockey, minor league baseball, area high school and college sports and, of course, the University of Nebraska Cornhuskers!

The City of Lincoln encompasses about 11% of the land mass but about 90% of the population of Lancaster County. The region offers a diverse blend of residential, commercial, industrial, and government properties. The Lied Center for Performing Arts anchors the cultural entertainment for the City. As a community, Lincoln residents strongly support their local government services. The City operates within a strong mayor-council form of municipal government.

The Lincoln Public School system is one of the premier school districts in the Midwest. It is the second largest public school system in Nebraska, serving over 39,000 students at 38 elementary schools, 11 middle schools and 6 high schools. In addition, Lincoln has 5 parochial and private school systems. Lincoln is experiencing an influx of skilled young talent. More secondary education students are staying in Lincoln post-graduation to begin their careers and families due to the array of opportunities in Lincoln and the comfortable quality of life.



## THE CITY

The City of Lincoln operates under the "Mayor-Council" form of government. The Lincoln City Council is comprised of seven elected officials, each serving four year terms. Four Council members each represent a district, and three are elected at large. Mayor Chris Beutler was elected in May 2007 and re-elected in May 2011. He is a native Nebraskan, who has devoted the majority of his life to serving the City of Lincoln, the people of Nebraska and the nation. The city employs 2,127 FTEs, and has a total operating budget of \$356,949,040 for 2017-2018.

Lincoln is a full service city. City departments include Building & Safety, the City Attorney's Office, Finance, Fire & Police, Health, Human Resources, Libraries, Parks & Recreation, Planning, Public Works and Utilities, and Urban Development. The City of Lincoln proudly maintains a "AAA" bond rating on the City's General Obligation bonds by both Standard & Poor's Ratings Services (S&P) and Moody's Investors Service. The City has maintained these rating for almost two decades.

## THE DEPARTMENT & POSITION

The Finance Department is one of fifteen city departments, and has had only seven Finance Directors since the late 1950's. The Department is composed of seven divisions, including Administration, Budget, Accounting, City Clerk, City Treasurer, Purchasing, and Information Services. Together the Department as a whole employs 72 FTEs, and has a 2017-2018 budget of \$10,902,574.

The Budget Division includes four staff including the Budget Officer, two Budget Analysts and a Grant Administrator. The division consists of long tenured employees of the city who are very knowledgeable in their respective roles.

Under the direction of the Finance Director, the Budget Officer serves on the Finance Department's Leadership Team, directing and coordinating the activities of the Budget Division of the Finance Department. Responsibilities of the Budget Officer include conducting and implementation of research findings which would lower costs and increase the effectiveness of city operations. The Budget Officer accomplishes this task by coordinating the construction and administration of the biennial city budget, and managerial, administrative, and program analysis in order to ensure the most economical and efficient use of all resources available.

The Budget Officer serves as the budget content expert and participates with the executive leadership team alongside the Finance Director at all executive leadership meetings where finance issues are discussed. The Budget Officer also participates with the Finance Director in budget presentations and finance reporting to the City Council, and is responsible for answering budget questions or issues with the Mayor, City Council and staff.



### Responsibilities Include:

- Assists the Finance Director in analyzing and reconciling proposed expenditures with anticipated revenues; assists in the preparation and administration of the biennial city budget; recommends improved methods of budget construction and administration; develops six-year forecast of City revenues and expenditures.
- Directs and coordinates the activities of a professional staff engaged in administrative research and analysis, budget administration and preparation, and collection of data to be used in administrative planning, organization, and procedural analysis.
- Assists the Finance Director in presenting the recommended budget to the Mayor and City Council for their review and consideration; supervises the preparation of necessary statistical data and supporting schedules and analyses of tentative budget appropriations and revenues.
- Assists with the implementation and installation of new programs, procedures and methods of operation.



## OPPORTUNITIES & CHALLENGES

### 1) AAA Bond Rating

The new Budget Officer will have a strong role in helping the City of Lincoln maintain its AAA Bond rating and strong financial position.

### 2) West Haymarket Joint Public Agency

The Budget Officer will have a strong role with the financial operations of the West Haymarket Joint Public Agency (WHJPA), including the Pinnacle Bank Arena as well as the area transit agency.

### 3) Local University

Leading and managing the budget within a city that is home to a large and continually growing university/college environment will be an exciting challenge and opportunity for the new Budget Officer.

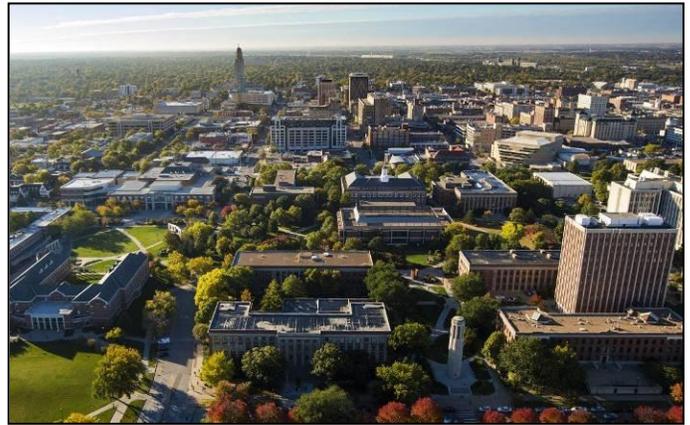
### 4) Financial Stability

An understanding of how to best deal with the controversies that surround a city budget in a way that protects the city government's financial stability will be a challenge that faces the Budget Officer.

## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's degree in Business, Public Administration, Public Finance, Accounting, Economics, or related field is required, plus extensive experience in public budget, management, administrative and program analysis as well as finance, accounting and fiscal operations in a responsible supervisory capacity.



### Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of the methods and procedures of the public budgeting process, and of the principles of management and organization as they pertain to the budgeting process.
- Knowledge of modern research systems, organization, management, and administrative analysis techniques.
- Knowledge of programs, organization, and laws pertaining to City government, along with knowledge of the principles, practices, and methods of governmental accounting.
- Ability to plan, assign, and coordinate the work of a professional and clerical staff engaged in budget and managerial analysis.
- Ability to exercise objective judgment in the analysis, interpretation, and report of search findings.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with governmental officials, co-workers, and the general public.
- Experience with personal computers and spreadsheet programs, including Microsoft Excel, Word, and other applicable computer programs.
- Experience with sophisticated computer based systems, including but not limited to city-wide financial and human resource management systems.
- Experience with being resourceful and having the creativity to identify funding options to address ongoing city operations and new initiatives.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



**COMPENSATION & BENEFITS**

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- **\$80,512 - \$134,817 DOQ**
- Medical, Dental and Optional Vision Coverage
- Life Insurance - \$70,000
- Long Term Disability
- 160 Hours Vacation Annually
- Paid Holidays
- Defined Contribution Retirement Plan (7% employee contribution and 9% employer match)
- VEBA Trust Post Employment Health Plan



**Please Visit:**  
**[www.lincoln.ne.gov](http://www.lincoln.ne.gov)**

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The City of Lincoln is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 26, 2017** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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